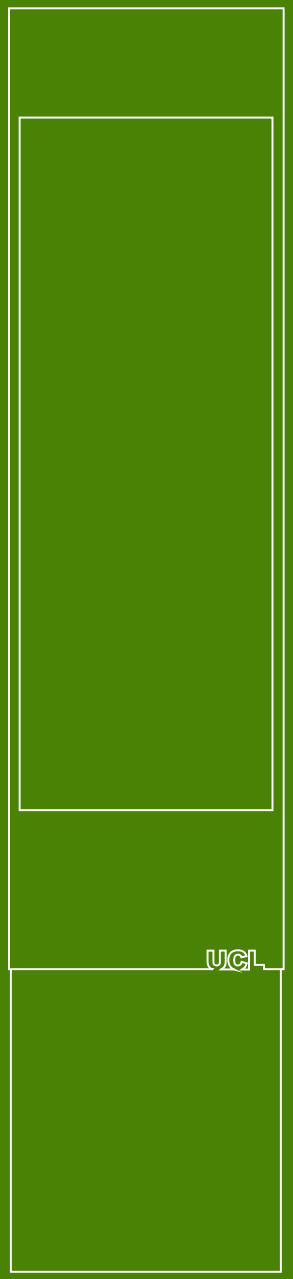

Signage Guide Manual 2021

Version 2

UCL

Department Documentation Standards

Version Control

Version	Date	Nature of Revision	Author	Approved by	Signed
2	11/3/2021	Fully revised manual streamlining frequently-used sign types and updating accessibility and inclusion information.	Sue Manley	Jane Arthurs	

Page 2 of 122	UCL Signage Manual	
	Owner: UCL Estates	
Doc No	Author:	

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Introduction

University College London (UCL) has developed a standard sign style for all wayfinding across the university estate.

An effective wayfinding and signage strategy for UCL can only be achieved if a consistent approach for signs is taken across all buildings, in terms of both appearance and content. The sign design has been agreed with the Local Authority and Historic England to be suitable for all building types whether new or historic or listed.

This has gradually been implemented since 2010 as buildings are being refurbished and new buildings built.

This standard must now be complied with for all areas except the residential estate.

This manual sets out the brand application and rules, and then sets out the sign types, usage rules and templates, along with contacts and detailed specifications.

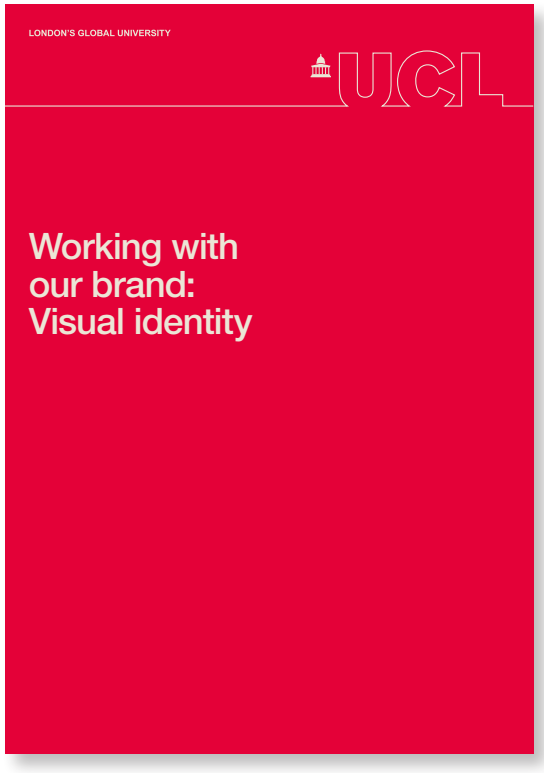
Brand

1.0

1.0 Brand

Full brand details can be found from CAM.
Please contact them on: brand.comms@ucl.ac.uk

Alternatively you can download the visual identity poster at: www.ucl.ac.uk/cam/brand



1.0 Brand

1.1 Logo

UCL introduced a corporate identity to give all communications a consistent, strong and modern look. The corporate identity has been incorporated into the sign design and must not be changed or adapted in any way.

In all cases the UCL branding strip at the base of the sign is to appear in Pantone Cool Grey 3, with the exception of UCL Library Services, where it appears in Pantone Blue 632.

The building pictogram element of the UCL logo always appears in white.

The sizes of the branding elements are scaled according to the size of the sign and are set out in the artwork templates. The size of the branding elements must not be changed or adapted in any way.

Pantone Cool Grey 3

Pantone Blue 632

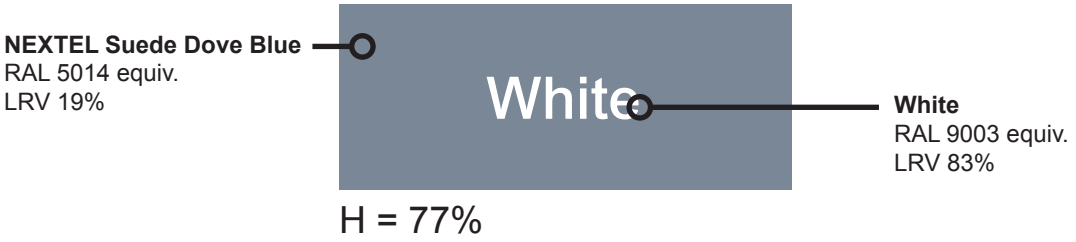
1.0 Brand

1.2 Colours

The signs need to be readable, but should also complement the interior of the building. The materials, colour and finish for the UCL signage has been chosen to fit a number of differing building styles from historic to modern interiors.

The BS8300:2 requirement is for a minimum LRV difference to be 70 between the sign background and the text legends. Black and white provides the greatest contrast but can sometimes be a problem due to the extreme contrast, so white lettering on a darker background with a matt finish provides a good legibility. The UCL standard colour as the suede dove blue background was chosen as it provides a good contrast with the wall colour on which it is to be fixed as most UCL buildings interiors are painted an off white colour.

Use of other colours are kept simple using only 6 of the basic colour range – White, Grey, Orange, Blue, Green and Red.



NEXTEL - Sign Background

Suede Dove Blue
CMYK 0 61 99 0

Light Red - Information Icons

Pantone 179
CMYK 0 87 85 0
RGB 224 60 49
Hex #E03C31

Orange - Occupied Map Areas

Pantone 716
CMYK 0 61 99 0
RGB 234 118 0
Hex #EA7600

White - Text on sign

RAL Signal
White 9003

Blue - Sanitary Icons

Pantone 2995
CMYK 81 8 1 0

Grey - Public Spaces on maps

Pantone Cool
Gray 3
CMYK 25 18 19 1

** Colours used in legends*

** Colours used for icons*

** Colours used for mapping only*

1.0 Brand

1.3 Icons

This range of icons have been used to supplement the text legends to aid the legibility and understanding of signs. In particular these are to highlight lifts, stairs, accessible routes, toilets and information. These are based on internationally recognised pictograms.

Accessible toilets will need to additionally identify if the toilet is a left hand (LH) or right hand (RH) transfer.

See template on page 75 for details of how this will look.

Any additional icons required should be agreed with the communications department.

Internal sign icon family

1.0 Brand

1.3 Icons

External sign icon family

1.0 Brand

1.4 Typeface

The typeface chosen for the signage matches the UCL corporate typeface which is Arial MT. This is a sans-serif typeface and is recommended as good practice as it is more legible than serif faces. Two weights of typeface are offered - medium for the primary information and light for the secondary information, upper case is only used for the first letter and lower case is used elsewhere (see diagram).

In order to the make the signs legible a range of type sizes have been chosen to deliver the information required. The choice of type size is also balanced with the spacing between letters, words and lines to ensure the text is legible. Keeping plenty of free space around the legends aids legibility. There are a number of very long department names and legends at UCL and in order to avoid unduly large signs the text cap height sizes have been chosen to meet these needs.

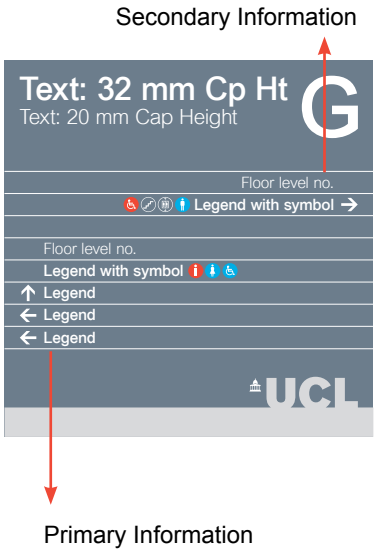
The type sizes are shown on the templates for each sign. The type sizes set out in the templates have been designed in order to comply with BS8300. These type sizes must not be changed, in order to ensure consistency across signage. If the name does not fit, do not use two lines or reduce type size, instead the name should be abbreviated/shortened to suit.

Aa Bb Cc

Arial Medium MT

Aa Bb Cc

Arial Light MT



Process

2.0

2.0 Process

2.1 Standard Signage

Process for Wayfinding Signage

The type of project to be undetaken may vary in size from just ordering a few replacement slats, updating an existing scheme through to a whole new scheme for a building. It is envisaged there will be three types of Projects:

Type A: Updates to an existing scheme including Department name changes

If a signage system is already in place and all that is needed is to procure some new slats or a few simple additional signs. The ideal is to eventually have all signage to be accessible, but in the interim there will be situations where there is both types as new signage is introduced into an existing building.

This would be procured as a direct order between the Department and the Supplier - the supplier will manufacture and install the signs. All approved Suppliers are aware of UCL's signage standards and should be able to produce the correct design. Details of specific sign types and "how to order" can be found on the UCL signage and wayfinding internet page.

https://www.ucl.ac.uk/estates/estates-services/signage-and-wayfinding

If there are any associated works e.g. making good after a sign is replaced, a project request should be raised by the department which will go to Estates.
https//www.ucl.ac.uk/estates/project-and-requests

Funding for Type A should be by the Department. If you have any questions speak to your Area Facilities Manager in the first instance:

https://www.ucl.ac.uk/estates/our-services/area-facilities-management

2.0 Process

2.1 Standard Signage

Process for Wayfinding Signage

Type B: Simple directional information and room naming

If a signage scheme is required for a simple building that would not require any major wayfinding analysis. Suitable signs required would be for basic directional information and signs for naming rooms and facilities.

If the building is part of a Capital Project the Project Manager should include the signage scheme as part of the architect's package or procure the signs directly with the Supplier. If a Department is making the changes directly they should put in a project request and will be assigned a Project Manager from Estates who may engage an architect or wayfinding consultant or work directly with a Supplier.

Funding for Type B will be dependent on who is driving the request.

Type C: Larger schemes requiring wayfinding and route analysis.

If a new scheme is required in a more complex building where an analysis of key routes and destinations is needed to establish a hierarchy of information. Sign types would be selected from the standard sign family, however non-standard signs may be required for unusual or difficult locations. Floor plan maps may be required as an aid to orientation. Determine the complexity of the project and either include the works in the architects package or engage a wayfinding consultant.

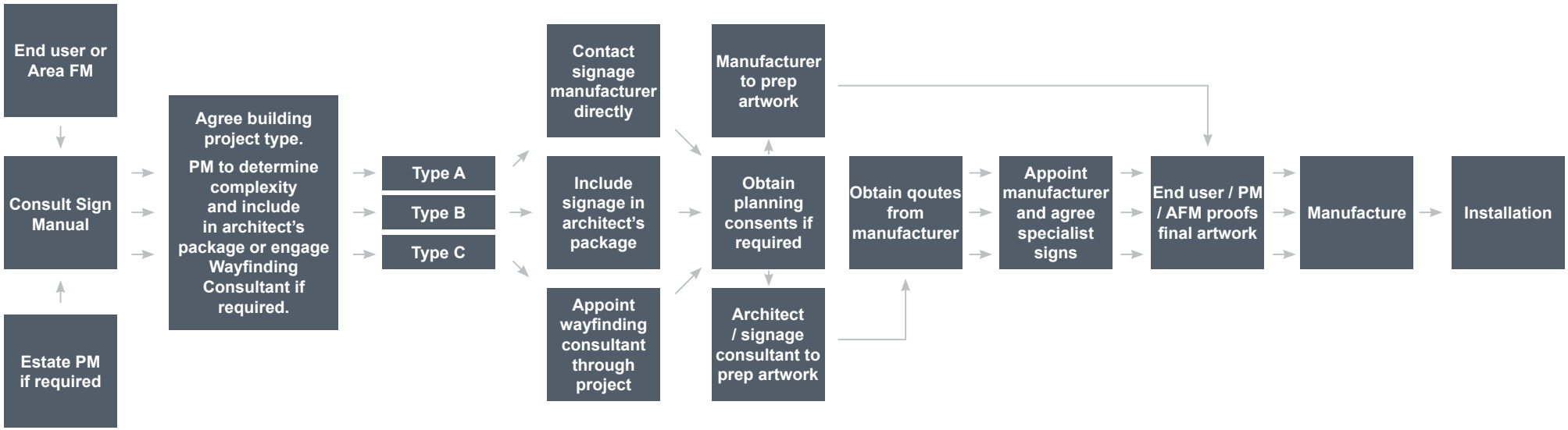
The Project Manager should engage a Wayfinding Consultant to prepare the scheme and the artwork prior to ordering from the Suppliers. This will ensure standardisation across the estate.

Funding for Type C is primarily through a project budget.

2.0 Process

2.1 Standard Signage

Signage process Flow Diagram



2.0 Process

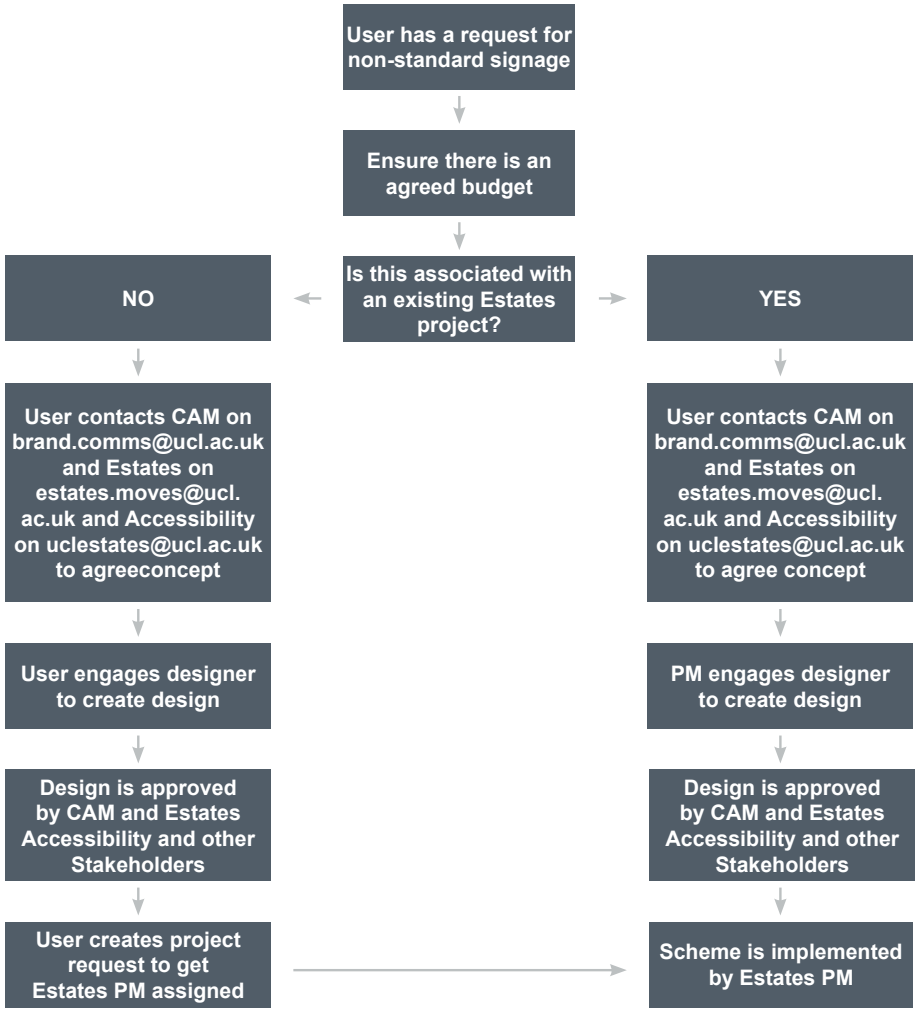
2.2 Non-Standard Signage

Wafinding should always follow the UCL standards in order to keep a consistent feel across the Estate. If a user has a request for non standard signage e.g. branding for a department they should follow this process.

There are a number of exclusions that don't follow the UCL standards for signage including:

- Accommodation
- Student Union
- School of Management
- Bartlett School of Architecture

These exceptions do however still need to meet the BS8300 guidelines.



Rules

3.0

3.0 General Rules

3.1 Naming

The choice of content for signs may seem obvious but different people have their own interpretation of what signs should say. In order to avoid oversigning, a process of editing the proposed list of destinations is required at the outset. All locations do not need to be signed from everywhere. However accessible routes need always to be clearly shown.

The hierarchy of sign destinations needs to be considered and as a rule, sign the general first and the specific later, i.e. signing a reverse address approach -

Kent Beckenham The Avenue 11,	instead of	11 The Avenue Beckenham Kent

So within a building that would mean signing to a department, then to a floor, then a room. Important spaces / junctions / floors, may be better to sign to, rather than all the locations near those spaces. So it is important to identify the key routes and orientation spaces within a building, for example in buildings where there are wings, these should be named, primary halls / corridors which act as main orientation points should also be named. In this way signs can be kept to a minimum.

In addition, signage needs to identify the step free routes. The primary routes should follow the step free entrance wherever possible. Think about the primary destinations that visitors need to find. Bear in mind that once a destination is signed say from an entrance this will need to be signed every time to ensure that the route does not ‘go cold’. The biggest cause of frustration to users is to find that they are following signs to a destination and then at a junction the signs for that destination disappear. So only sign what is really necessary from each point. Also coming into a building and finding a massive directory of destinations is also quite off putting, and so a simpler set of destinations to areas / zones may be better with more detailed information developing as specific destinations are approached.

When identifying departments it is best to sign to the departmental office as this is the department’s front door. If the department covers a number of floors it is not necessary to sign the department on each floor, but just the key spaces like lecture theatres, meeting rooms etc, and then identify the group of offices e.g. offices 1.01-1.10.

If signing is included as part of a capital project the Estates Project Manager is responsible for organising the signage.

3.0 General Rules

3.2 Floor Levels

Floor numbers need to be signed at points of changing between level such as at stairs and lifts, but also the floor number should be shown on the directory panels.

The default identification should be:
G is for the Ground Floor
1, 2, 3 etc for upper floors
-1, -2 etc for below ground levels

The floor number / letter is shown in the top right hand corner of the sign.

In some cases however where the existing building has basements and these are named B on the room numbers it may make more sense to call the floors B for below ground, however there are also some instances where the below ground is also referred to as lower ground. The ideal is to renumber floors to the default system. But a sensible approach needs to be taken to ensure room numbers and floor numbers match, and that where buildings join each other that the floor numbers are consistently applied as one travels between buildings.

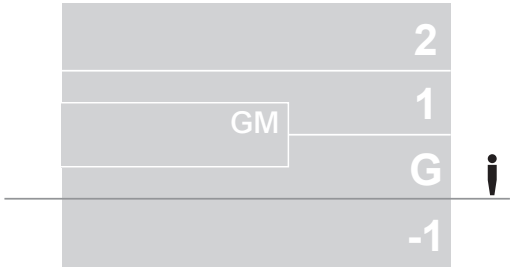


Fig. 1

In some instances there are also intermediate floors introduced and these should be named mezzanine, and if there are several intermediate floors throughout a building then name the mezzanine so it relates to the floor it is just above, e.g. a mezzanine between ground and first floor would be Ground Mezzanine. (*See Fig.1*)

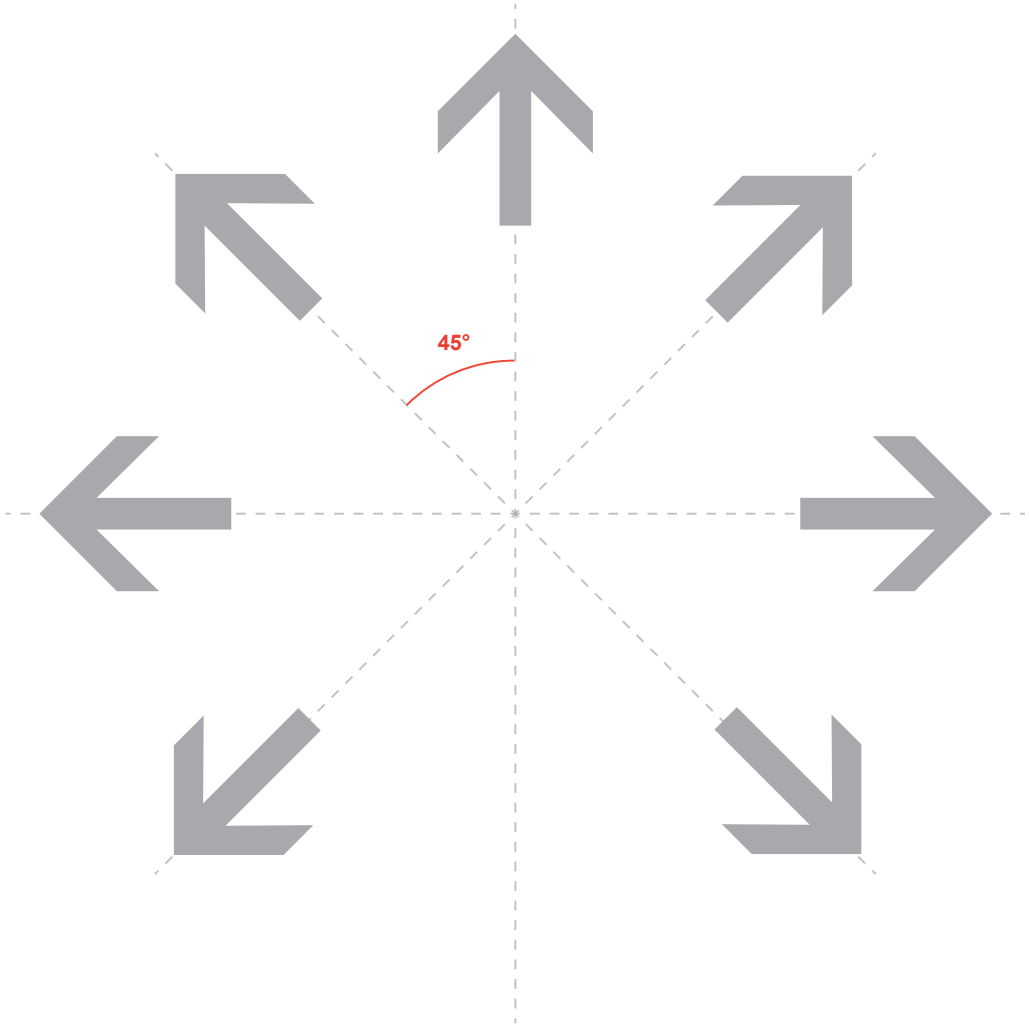
If there are any changes proposed to the floor level references, this must be first be discussed with the Estates CAD Manager to ensure that this is consistent with the Estates formal records and audit management systems.

3.0 General Rules

3.3 Arrows

A uniform arrow type is used on all signs. The size of the directional arrows is set in the artwork, however the correct arrow and legend configuration must be used on all signs.

Do not use down or right angled arrows, if you feel these are required then the sign is in the wrong place and should be reconsidered or the content should be split between two signs.



3.0 General Rules

3.3 Arrows

The arrow is one of the most useful symbols used in signage, and when used correctly aids legibility and understanding. Text legends should be aligned according to the direction of the arrow.

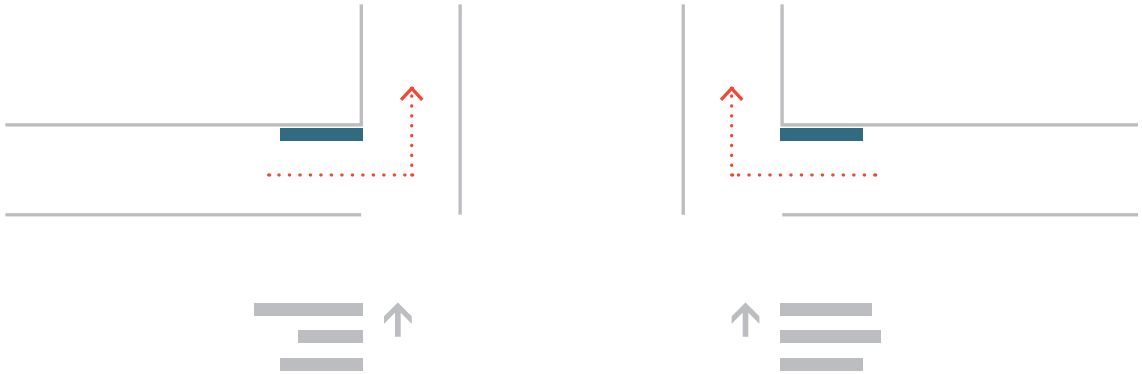
On legends pointing right the legend is ranged right and the arrow appears on the right hand side of the legend. On arrows pointing left the legend is ranged left and the arrow appears on the left of the legend.

For arrows pointing up, this is dependent on the location of the sign. Generally this would sit on the left hand side of the sign, with text also left arranged. But if a user is being directed up a corridor to the right hand side of the sign, then it would be clearer in this instance to range the arrow and legend right.

3.0 General Rules

3.4 Alignment

In locations where the sign is placed adjacent to a corner the content should be ranged towards the corner to aid legibility.



3.0 General Rules

3.5 Third Party Logos

Working with partners

UCL works with many types of partner in a host of different ways.

It is in the interests of all parties to be represented properly, and for the relationship to be clear in the minds of your audiences.

When UCL works with partners, the way they use combined branding depends on the weight of balance in the relationship. See UCL communications visual identity poster for guidance.

Visual Identity Poster: https://www.ucl.ac.uk/cam/brand

UCL Visual Identity Poster

Sign Types

4.0

4.0 Sign Types

4.1 Internal Sign Family

The Internal sign family has been developed to meet the most likely range of needs for signage in UCL buildings.

1. **A1 - Primary Directory**
1470mm (h) x 1050mm (w)
Incorporating a map to be used in areas where there are many destinations to be identified and mapping required such as main entrances.

2. **A3 - Standard Directory**
990mm (h) x 500mm (w)
The most commonly used directory.

3. **C - Small Directory**
510mm (h) x 500mm (w)
For areas where there are only a small amount of destinations to be identified.

4. **D - Map Sign Landscape**
510mm (h) x 500mm (w)
Map in landscape format. Note all mapping should be shown heads up.

5. **E - Map Sign Portrait**
990mm (h) x 500mm (w)
In portrait format. Note all mapping should be shown heads up.

6. **J - Insert Sign**
335mm (h) x 214mm (w)
Freestanding insert sign.

7. **K1 A3 - Large Insert Sign**
470mm (h) x 310mm (w)
Large format insert sign for posters and maps but not generally used for room signs.

8. **K1 A4 - Meeting Room Sign**
335mm (h) x 214mm (w)
Room sign for meeting rooms / Lecture theatres or large occupancy offices. Top slat shows the rooms numbers and room type if a meeting or seminar room etc. Occupancy details are shown in the insert wallet.

9. **K1 A5 - Office Room Sign**
190mm (h) x 214mm (w)
Standard office room sign. Top slat shows room number only and insert wallet holds the occupancy information. There is also a version with a vacant/ engaged slider.

10. **M2 (Single Sided) M1 (Double Sided) - Large Format Directional Sign**
270mm (h) x 600mm (w)
Large format directional sign and space naming sign either single or double sided.

11. **M4 - Large Format Directional Sign**
135mm (h) x 600mm (w)
Large format directional sign and space naming sign either single or double sided.

12. **O3 - Floor Level Sign**
270mm (h) x 214mm (w)
Floor level sign generally used in secondary stairwells.

13. **O4 - Floor level Sign**
500mm (h)
Floor level sign as stand alone digits generally used in primary stairwells.

14. **O5 - Small Slat Sign**
285mm (h) x 420mm (w)
Small slat sign for use in corridors and doors leading through to other spaces.

15. **P1 - Room Number Sign**
60mm (h) x 60mm (w)
Room number sign for use where just a number is required such as stores and cupboards.

16. **P2 - Room Number Sign**
60mm (h) x 214mm (w)
Room number sign for use where a room number and small description is needed such as “meeting room” and where an insert wallet is not required. This is not to be used for office occupancy names where occupancy is to be highlighted this needs to be with a K1A 5 type sign.

17. **P6a - Icon Sign**
190mm (h) x 150mm (w)
An icon sign where the UCL logo and icon description is required.

18. **P6b - Icon Sign**
150mm (h) x 150mm (w)
An icon sign where the icon only is required.

19. **P6c - Icon Sign**
150mm(h) x 365mm (w)
An icon where a descriptive summary of the use is required.

20. **Qa/Qb - Flag Sign**
190mm (h) x 150mm (w)
A flag sign that is double sided and can be used for both text and icons.

4.0 Sign Types

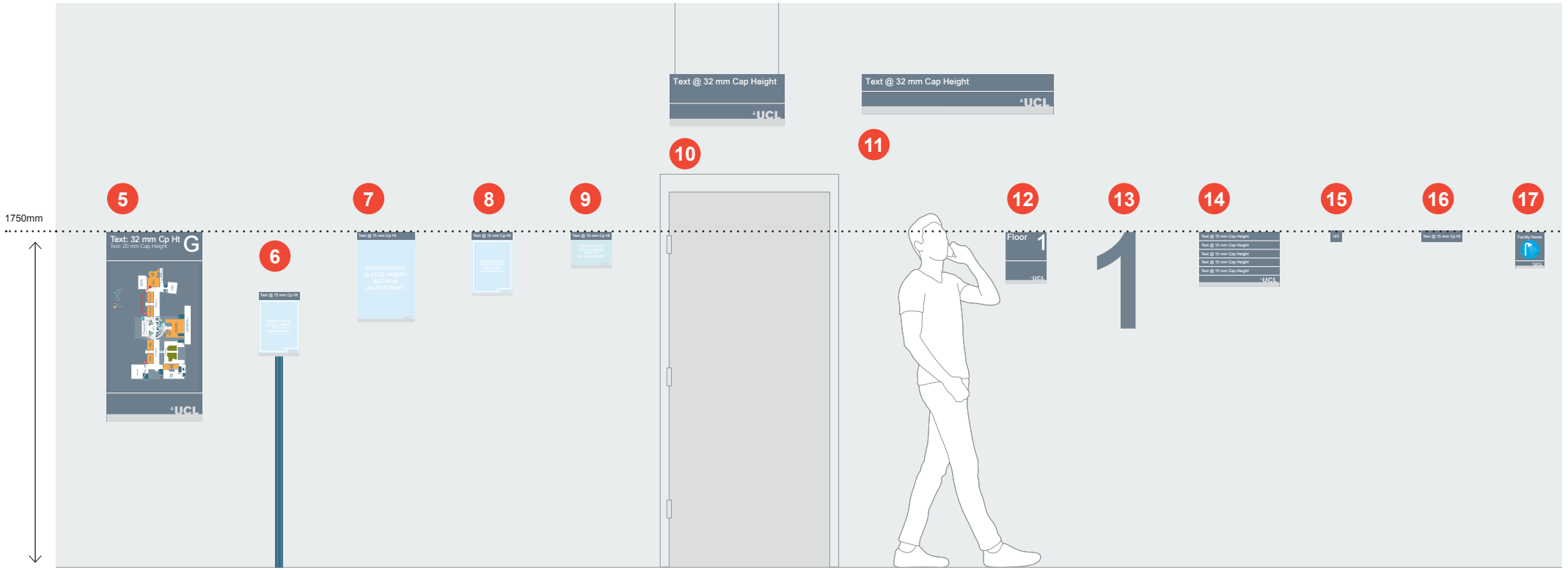
4.1 Internal Sign Family

The Internal sign family has been developed to meet the most likely range of needs for signage in UCL buildings.

1. **A1**
   1470mm (h) x 1050mm (w)
2. **A3**
   990mm (h) x 500mm (w)
3. **C**
   510mm (h) x 500mm (w)
4. **D**
   510mm (h) x 500mm (w)
5. **E**
   990mm (h) x 500mm (w)
6. **J**
   335mm (h) x 214mm (w)
7. **K1 A3**
   470mm (h) x 310mm (w)
8. **K1 A4**
   335mm (h) x 214mm (w)
9. **K1 A5**
   190mm (h) x 214mm (w)
10. **M2 (Single Sided) M1 (Double Sided)**
    270mm (h) x 600mm (w)
11. **M4**
    135mm (h) x 600mm (w)
12. **O3**
    270mm (h) x 214mm (w)
13. **O4**
    500mm (h)
14. **O5**
    285mm (h) x 420mm (w)
15. **P1**
    60mm (h) x 60mm (w)
16. **P2**
    60mm (h) x 214mm (w)
17. **P6a**
    190mm (h) x 150mm (w)
18. **P6b**
    150mm (h) x 150mm (w)
19. **P6c**
    150mm (h) x 365mm(w)
20. **Qa/Qb**
    190mm (h) x 150mm (w)

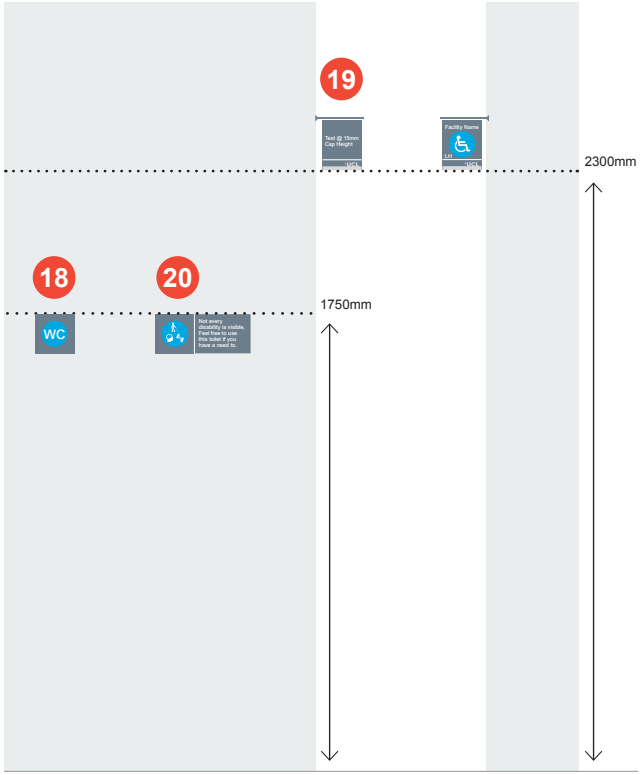
4.0 Sign Types

4.1 Internal Sign Family



4.0 Sign Types

4.1 Internal Sign Family



4.0 Sign Types

4.2 External Sign Family

The External sign family has been developed to reinforce the brand and the delivery of campus mapping directional information to key external spaces and some major buildings, along with directions to adjoining stations etc.

1. **Ex St A - Monolith**
   2300mm (h) x 500mm (w)
   External freestanding monolith, double sided and illuminated.

2. **Ex St B - Wall Mounted Map**
   1200mm (w) x 1300mm (h)
   Wall mounted map and directional sign in landscape format and illuminated.

3. **Ex St C - Wall Mounted Map**
   500mm (w) x 1700mm (h)
   Wall mounted map and directional sign portrait format and illuminated.

4. **Ex St3a - Entrance Name Sign**
   440mm (w) x 600mm (h)
   Standard external entrance naming sign for most buildings.

5. **Ex St3b - Small Entrance Name Sign**
   300mm (w) x 400mm (h)
   Standard external entrance naming sign in small format.

6. **Ex St4a - Large Entrance Sign**
   940mm (w) x 300mm (h)
   Standard external entrance sign in large landscape format.

7. **Ex St4b - Medium Entrance Sign**
   650mm (w) x 260mm (h)
   Standard external entrance sign in medium landscape format.

8. **Ex St4c - External Entrance Sign**
   470mm (w) x 150mm (h)
   Standard external entrance sign in small landscape format. For use on listed terraced buildings e.g Gordon Square.

9. **Ex St4d - External Entrance Name Sign**
   Scale to suit location
   External entrance naming sign sized to suit architecture and located above doorways.

10. **Ex St5a - Seondary Entrance Sign**
    230mm (w) x 330mm (h)
    External entrance sign on secondary or delivery entrances.

11. **Ex St5b - Small Information Sign**
    150mm (w) x 150mm (h)
    Small rules and information sign such as at entry buzzer points on secondary entrances.

12. **Ex St6a - Flag Sign**
    440mm (w) x 600mm (h)
    Flag signs. Doubled sided.

For the signs at a building entrance the default standard would be the ST3a type, unless the architect suggests a variation in which case one of the other types should be used. E.g. for listed buildings the more discrete St4c should be used.

Default Colour

COLOUR OPTIONS (for each area).

- RED - (PMS 1955 C) Conservation Areas Special case
- ORANGE - (716 CVC) Non Conservation Areas or Conservation Areas not on main public view
- MID-TONE STONE - (7530 C) Conservation Areas default colour
- LIGHT STONE - (7528 C) Conservation Areas Portland Stone

4.0 Sign Types

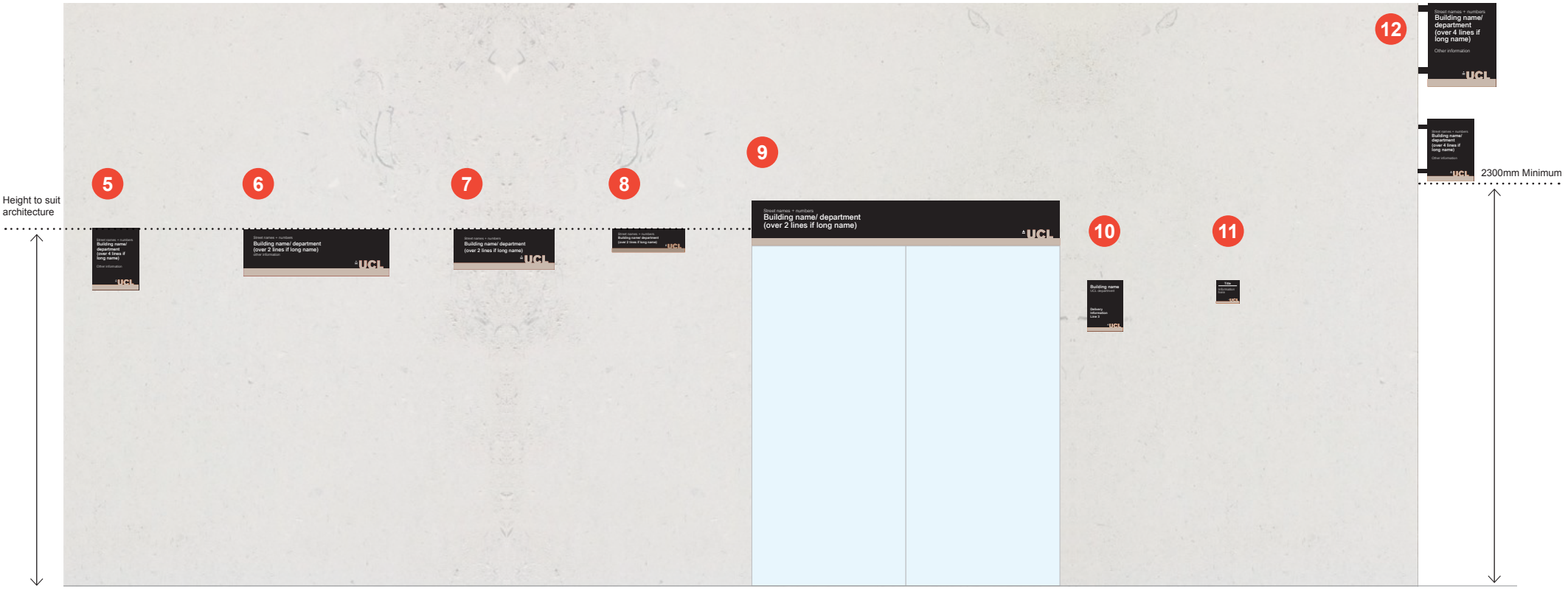
4.2 External Sign Family

The External sign family has been developed to reinforce the brand and the delivery of campus mapping directional information to key external spaces and some major buildings, along with directions to adjoining stations etc.

1. **Ex St A**
   2300mm (h) x 500mm (w)
2. **Ex St B**
   1200mm (w) x 1300mm (h)
3. **Ex St C**
   500mm (w) x 1700mm (h)
4. **Ex St3a**
   440mm (w) x 600mm (h)
5. **Ex St3b**
   300mm (w) x 400mm (h)
6. **Ex St4a**
   940mm (w) x 300mm (h)
7. **Ex St4b**
   650mm (w) x 260mm (h)
8. **Ex St4c**
   470mm (w) x 150mm (h)
9. **Ex St4d**
   Scale to suit location
10. **Ex St5a**
    230mm (w) x 330mm (h)
11. **Ex St5b**
    150mm (w) x 150mm (h)
12. **Ex St6a**
    440mm (w) x 600mm (h)

4.0 Sign Types

4.2 External Sign Family



4.0 Sign Types

4.3 Reception Areas

Within reception areas, and building entrance foyers a standard sign look is required. This can be as formed from individual letters, or as a tray with printed graphics and can either be wall mounted or applied to a desk face.

The sign needs to highlight the address / building name, and ‘Welcome to UCL.’ Departments are highlighted on the directory signs, so it is not a requirement to have them in the reception area sign particularly if the building has more than one department /school.

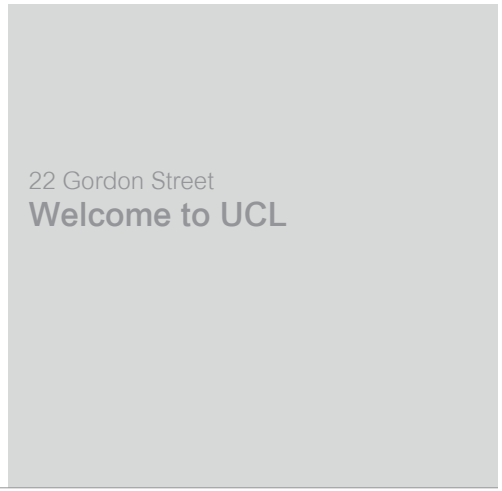
The contrast level between the background and sign colour needs to be clear, the background needs to avoid visual noise between slats when using slatted cladding.

In all instance these signs and the background colour needs to have a minimum LRV difference of 70.

The material choices for the reception signs can be bespoke to suit the architectural style and materiality of the building, but needs to use the UCL typeface and brand.

Option 1

Vinyl applied to wall



Option 2

Individual letters on rods

4.0 Sign Types

4.3 Reception Areas

Option 3

Individual letters with back glow

Option 4

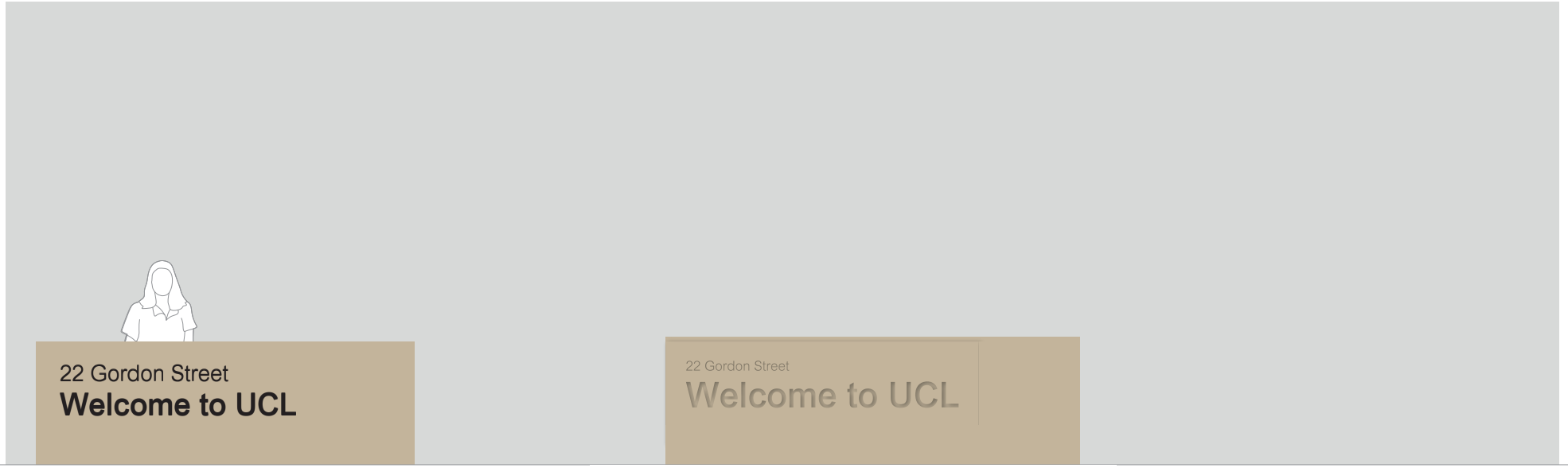
Wall mounted panel with applied lettering on panelling

Option 5

Panel with applied lettering

4.0 Sign Types

4.3 Reception Areas



Option 5

Sign applied to desk

Option 6

Individual fret cut letters or engraved into the desk. Lettering would also need to be backfilled in a contrasting colour to achieve the required contrast levels.

4.0 Sign Types

4.4 Vinyls and Wall Graphics

In corridors and on large wall spaces within offices and departments the area can be animated with wall graphics. UCL uses a 30mm x 30mm grid template for vinyl graphics to allow for a range of suitable scenarios. Images need to be good quality and show a creative layout. However it is important to ensure the wall graphics (especially where they are on stair cases / lift lobbies) do not add to the difficulties of using or navigating the estate.

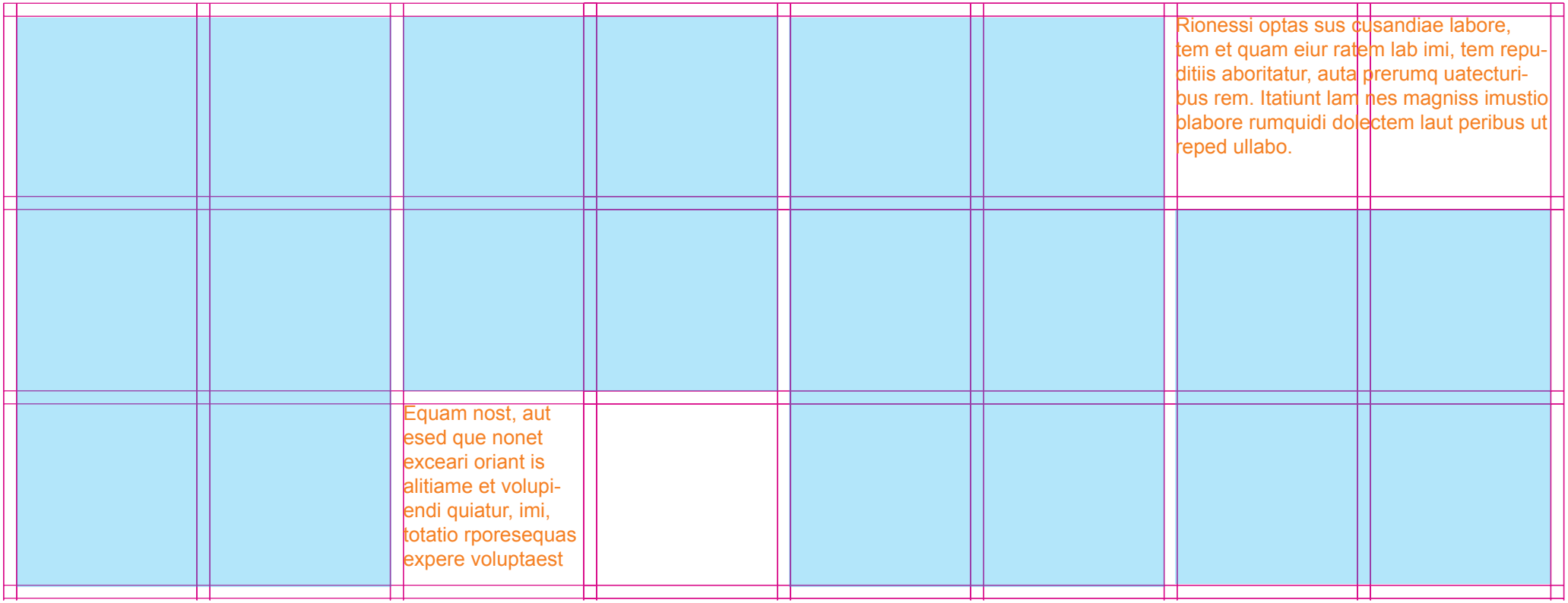
For more details, please contact CAM at: brand.comms@ucl.ac.uk

Vinyl wall graphics must take in to consideration any existing standard UCL signs, statutory signs or appliances such as radiators, fire hydrants etc.

UCL currently use David Lovelock for the vinyl graphic designs - david@davidlovelock.com

4.0 Sign Types

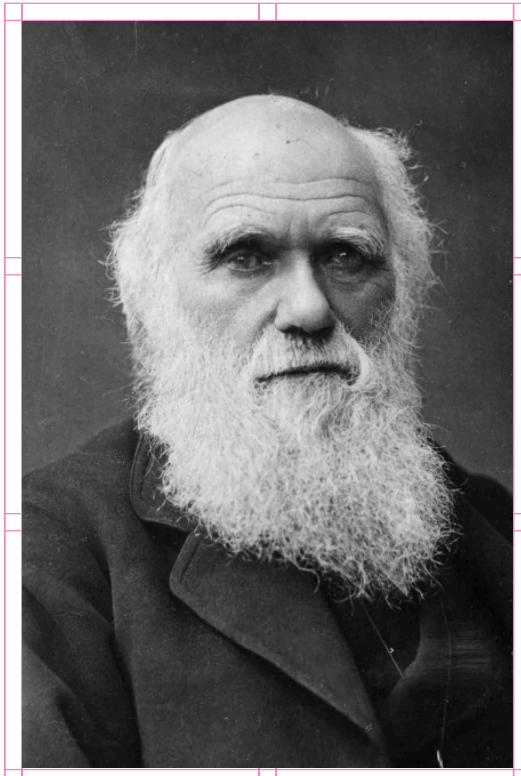
4.4 Vinyls and Wall Graphics

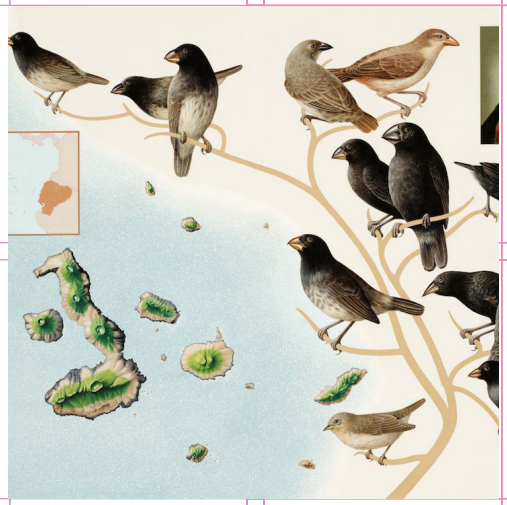


Example of how to use grid layout

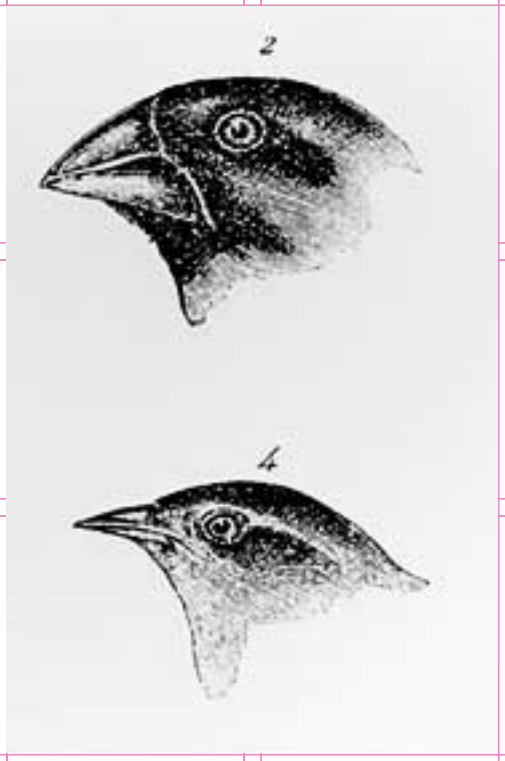
4.0 Sign Types

4.4 Vinyls and Wall Graphics

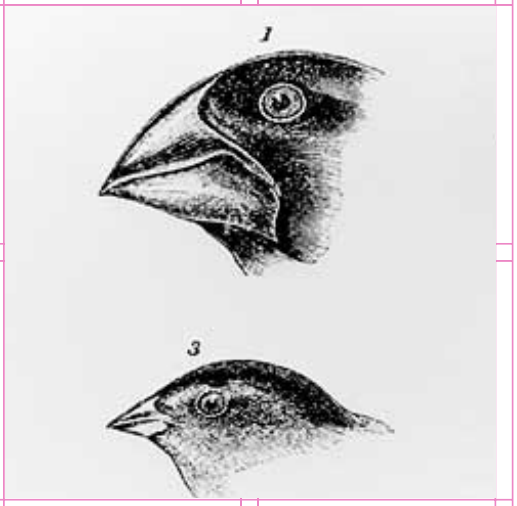




Charles Darwin



Eque dereiunt qui nescimus as dollecus, tecum con nem quam que ligni corest, sequia volut qui num ea pa cus, volupti issime et dolut a



Example of how to use grid layout

4.0 Sign Types

4.4 Vinyls and Wall Graphics

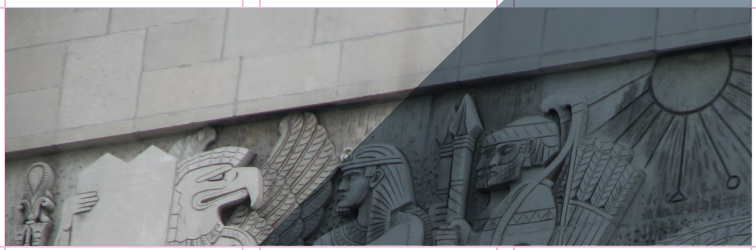
Example of how to use grid layout

4.0 Sign Types

4.4 Vinyls and Wall Graphics

Riatem dolectatest, sinusdam et eror as sam ea sus diori.Ihicipit dis quia volupid estia pre provid essequas si sit lam fuga.

Riatem dolectatest, sinusdam et eror as sam ea sus diori. Ihicipit dis quia volupid estia pre provid essequas si sit lam fuga.



Example of how to use grid layout

4.0 Sign Types

4.4 Vinyls and Wall Graphics

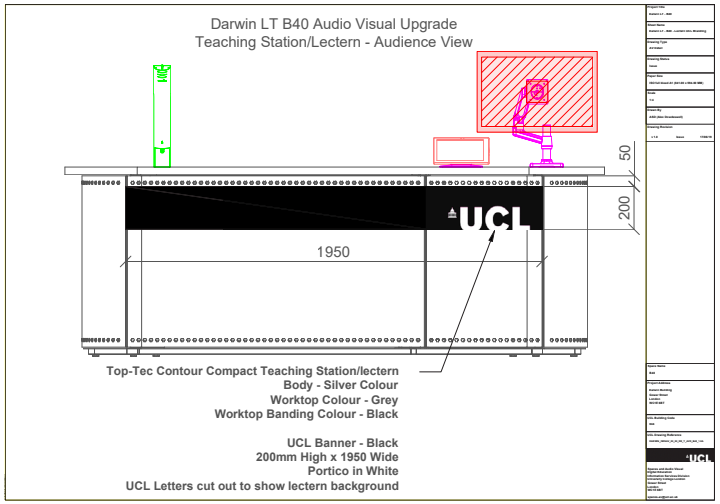
Example of how to use grid layout

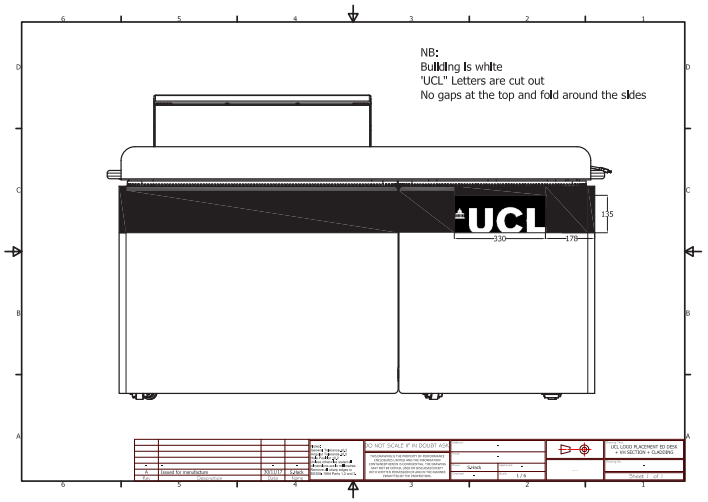
4.0 Sign Types

4.5 Teaching Station Lecturn Wrapping

For lecturns and teaching desks the UCL brand needs to be applied consistently - the following examples show how this has been done in some instances. These lecterns and teaching desks should have the induction loop symbol on if the room has an induction loop.

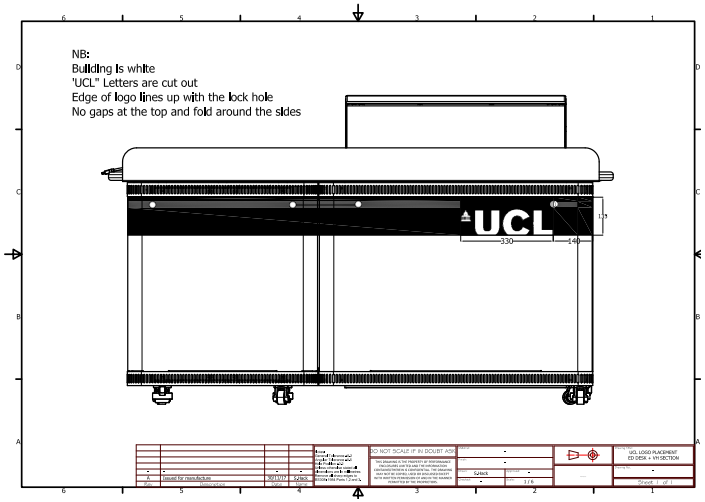
For more information contact CAM at brand.comms@ucl.ac.uk.

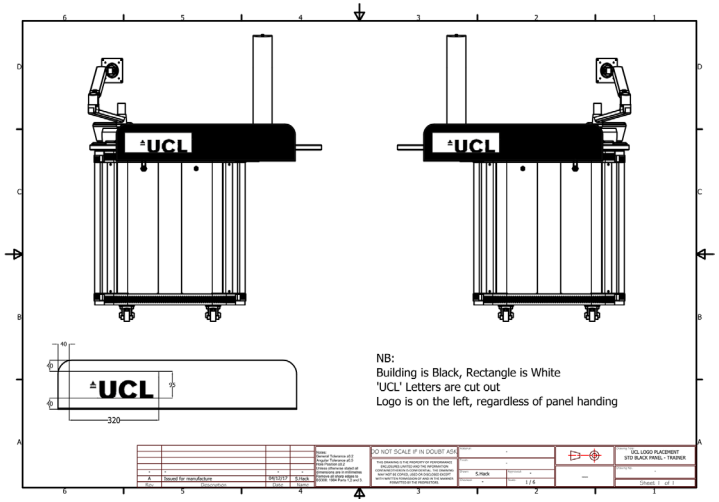


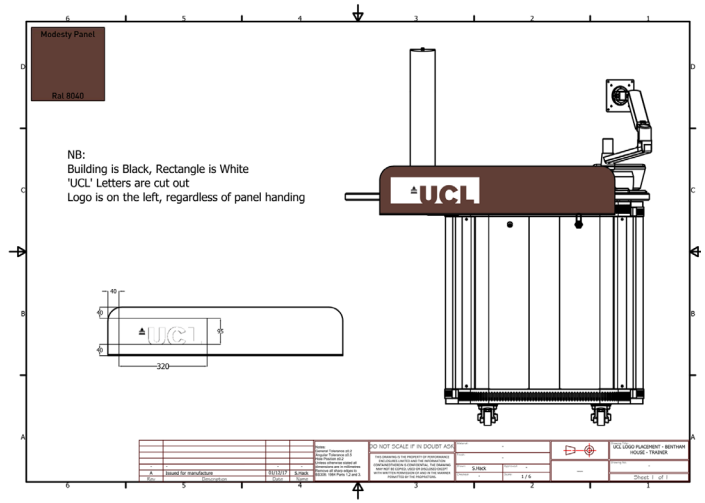


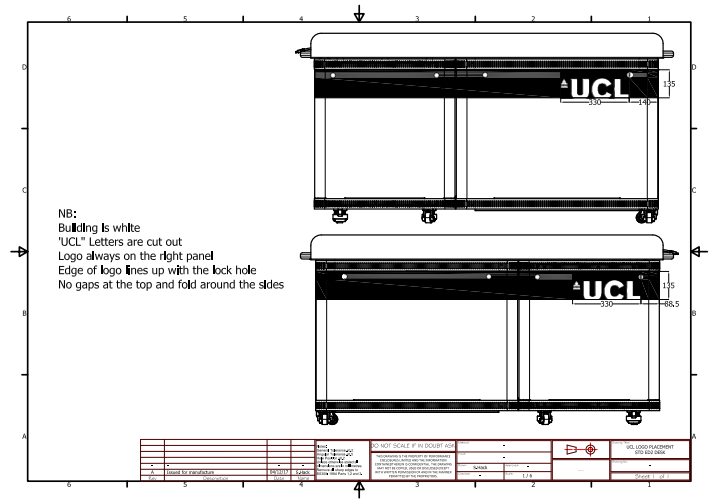
4.0 Sign Types

4.5 Teaching Station Lecturn Wrapping









4.0 Sign Types

4.6 Digital Signage

AV screens are currently in development at UCL.

All digital signage used needs to be accessible.

For more details, please contact CAM at brand.
comms@ucl.ac.uk

4.0 Sign Types

4.7 Hoardings and Temporary Signage

When setting out the hoardings design, there are a number of things to take in to consideration.

Wayfinding
Will the hoarding be blocking any existing key signage or maps? If yes, wayfinding might need to be adapted in to the design.

Information
Is there anything visitors need to be made aware of; such as how long the hoarding will be up, are there alternative entrances or is there an alternative building?

Design
Are there any render images that could be used in the design to let people know what is coming? Think of the building department, is there imagery that could be used to suit the space.

UCL are moving towards a standardised catalogue of panels that can be customised and deployed for small projects. Contact Estates Comms for details. estates.communications@ucl.ac.uk

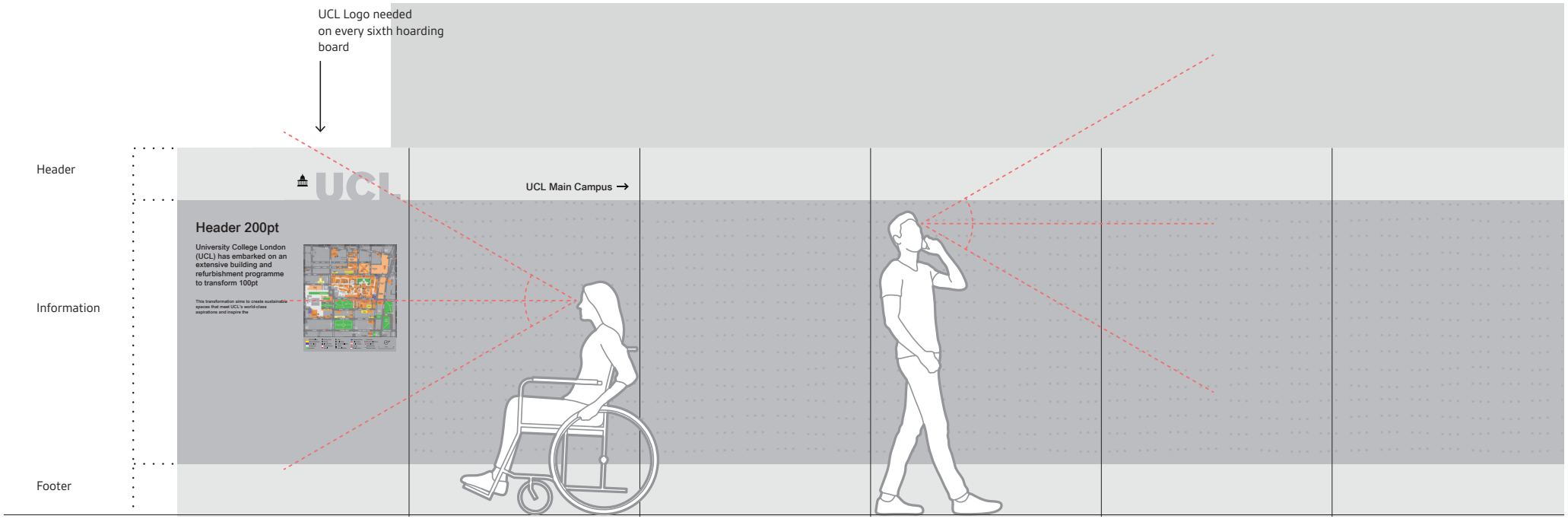
For more details, please contact the communications department: brand.comms@ucl.ac.uk

UCL currently use Renwick & Co for the hoarding “disruptive” design Jack@renwickstudio.com.

4.0 Sign Types

4.7 Hoardings and Temporary Signage

It is important to set out the hoarding design to be legible to meet the needs of all users.



Header
Colour: UCL Stone

Content:
Branding - UCL logo on every sixth panel
Directional Content

Information

Content:
Campus Map
Information on development
Instructional signage
Statutory Information

Footer
Colour: UCL Stone

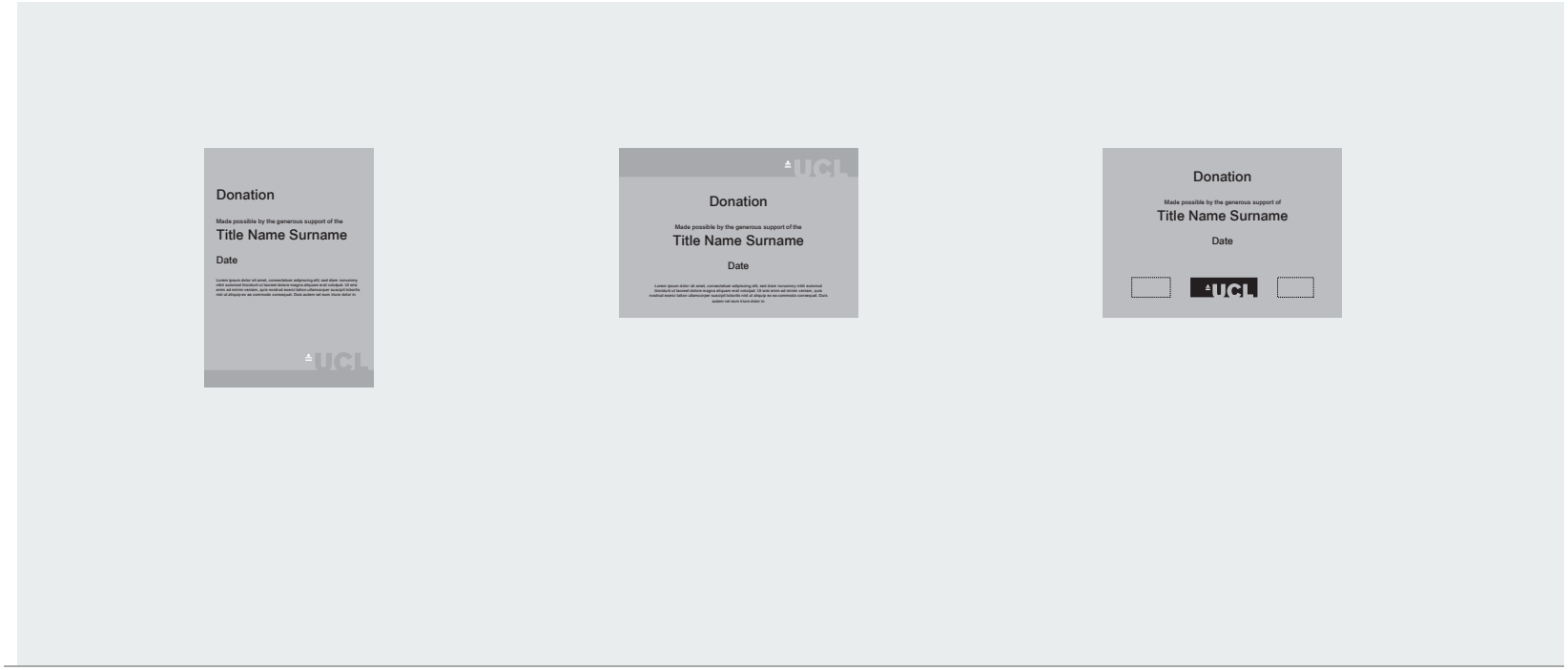
4.0 Sign Types

4.8 Donor Plaques

Donor plaques at UCL need to follow the UCL brand.

Materials can be an engraved stainless steel plaque or stainless steel tray with engraved and backfilled lettering. The backfilling needs to ensure enough contrast levels and stainless steel plaques need to be matt finish.

The use of the UCL logo will depend on whether it is a UCL only plaque or if there are other institutions or partners that also need to be recognised with logos on the plaque.



Option 1

287mm x 420mm

Option 2

420mm x 297mm

Option 3

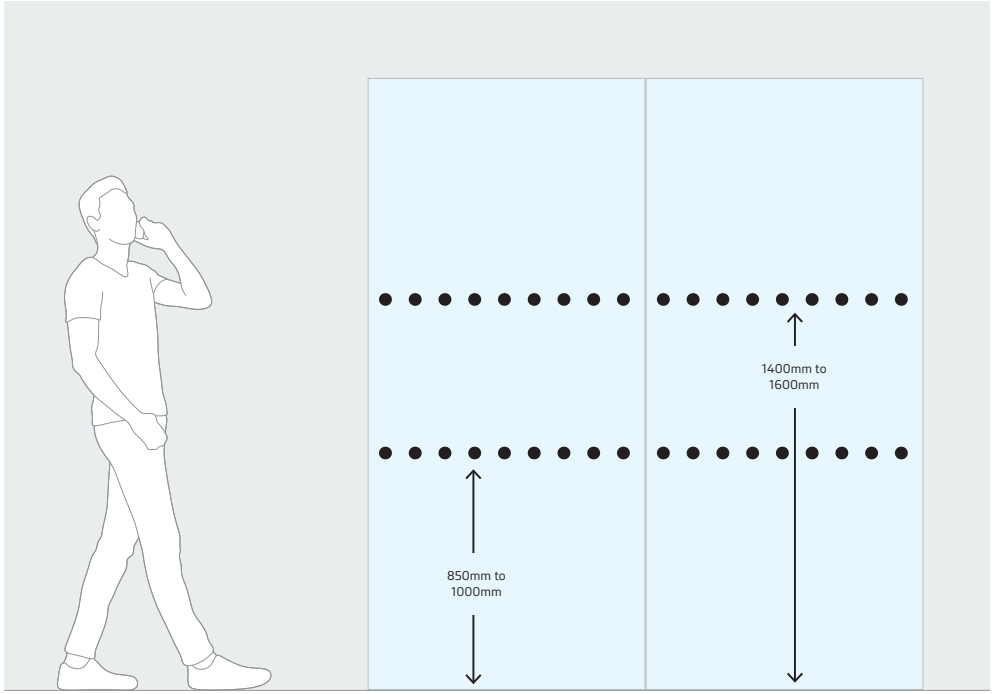
420mm x 297mm

4.0 Sign Types

4.9 Manifestations

The colour of the manifestations should contrast visually with the background seen through the glass (both from inside and outside) in all lighting conditions.

People with visual impairment should be in no doubt as to the location of the glass entrance doors, especially when they are within a glazed screen. The choice of a different style of manifestations for the door and the glazed screen can help to differentiate between them. Manifestations need to be applied to ensure they are between the heights shown on the drawing to meet building regulations. They can be in two lines or cover the whole area between these heights. Similar to colour contrast in other signs as set out on page 8 the LRV contrast needs to be a minimum of 70%.



The above diagram shows the placement of manifestation in accordance with approved document K (Building Regulations).

However, please make sure manifestation height is consistent across a building.

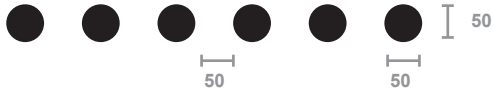
4.0 Sign Templates

4.9 Manifestations

Please Note:
This sign should sit at least
900mm high from ground level

This sign is to be used on glass doors / windows on the entrance of the building to reinforce the University identity.

Please note: This visual is a guide do not attempt to copy. Please use the sign templates to achieve the specific sign dimensions and spacing.



This sign is to be used on glass doors / windows on the entrance of the building to reinforce the University identity.

Please note: This visual is a guide do not attempt to copy. Please use the sign templates to achieve the specific sign dimensions and spacing.

Sign Templates

5.0

5.0 Sign Templates

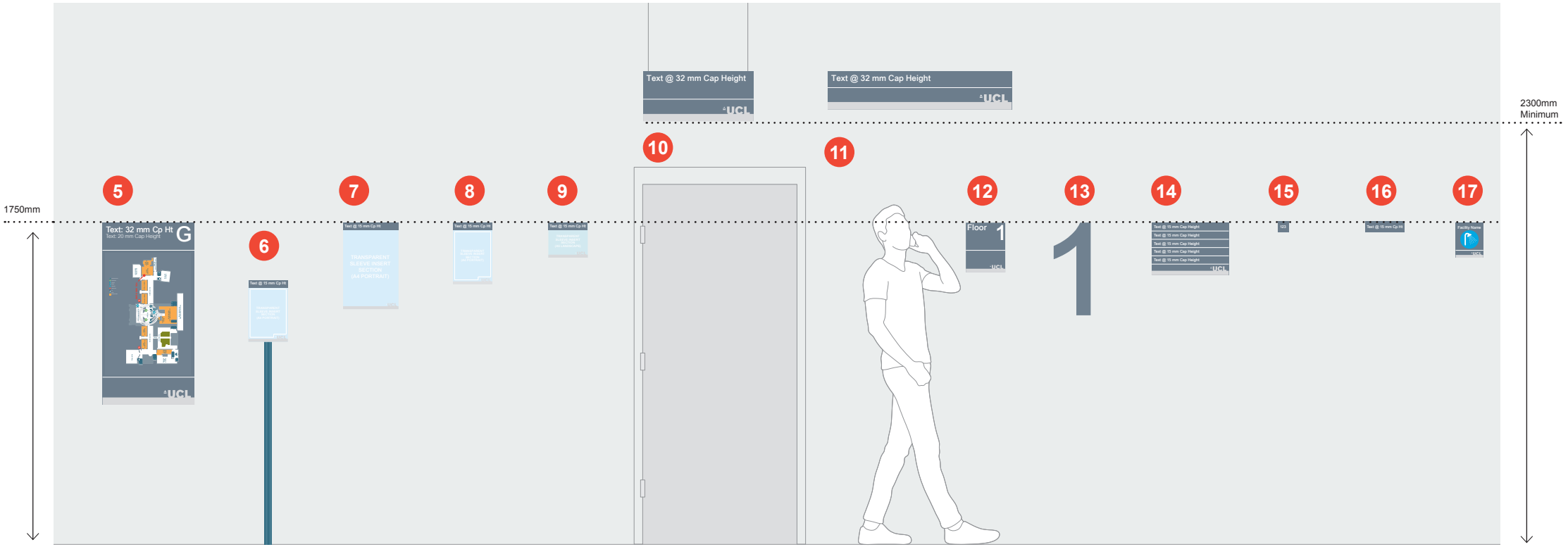
5.1 Internal Sign Family

The following pages show the sign templates for each sign type.

1. **A1**
   1470mm (h) x 1050mm (w)
2. **A3**
   990mm (h) x 500mm (w)
3. **C**
   510mm (h) x 500mm (w)
4. **D**
   510mm (h) x 500mm (w)
5. **E**
   990mm (h) x 500mm (w)
6. **J**
   335mm (h) x 214mm (w)
7. **K1 A3**
   470mm (h) x 310mm (w)
8. **K1 A4**
   335mm (h) x 214mm (w)
9. **K1 A5**
   190mm (h) x 214mm (w)
10. **M2 (Single Sided) M1 (Double Sided)**
    270mm (h) x 600mm (w)
11. **M4**
    135mm (h) x 600mm (w)
12. **O3**
    270mm (h) x 214mm (w)
13. **O4**
    500mm (h)
14. **O5**
    285mm (h) x 420mm (w)
15. **P1**
    60mm (h) x 60mm (w)
16. **P2**
    60mm (h) x 214mm (w)
17. **P6a**
    190mm (h) x 150mm (w)
18. **P6b**
    150mm (h) x 150mm (w)
19. **P6c**
    150mm (h) x 365mm(w)
20. **Qa/Qb**
    190mm (h) x 150mm (w)

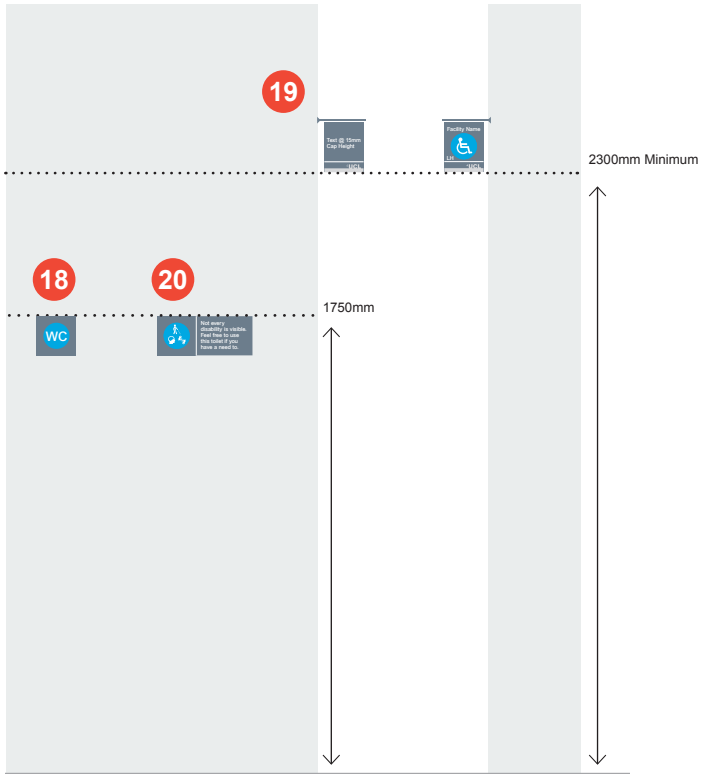
5.0 Sign Templates

5.1 Internal Sign Family



5.0 Sign Templates

5.1 Internal Sign Family



5.0 Sign Templates

5.1 Internal Sign Family

Note: All legends on new signs to be with raised lettering see page 105 for specification. Updates on existing signs to have flat legends unless more than 50% of the sign needs to be updated.

Sign Type A1

Artwork Dimensions:
1050mm (w) x 1470mm (h)

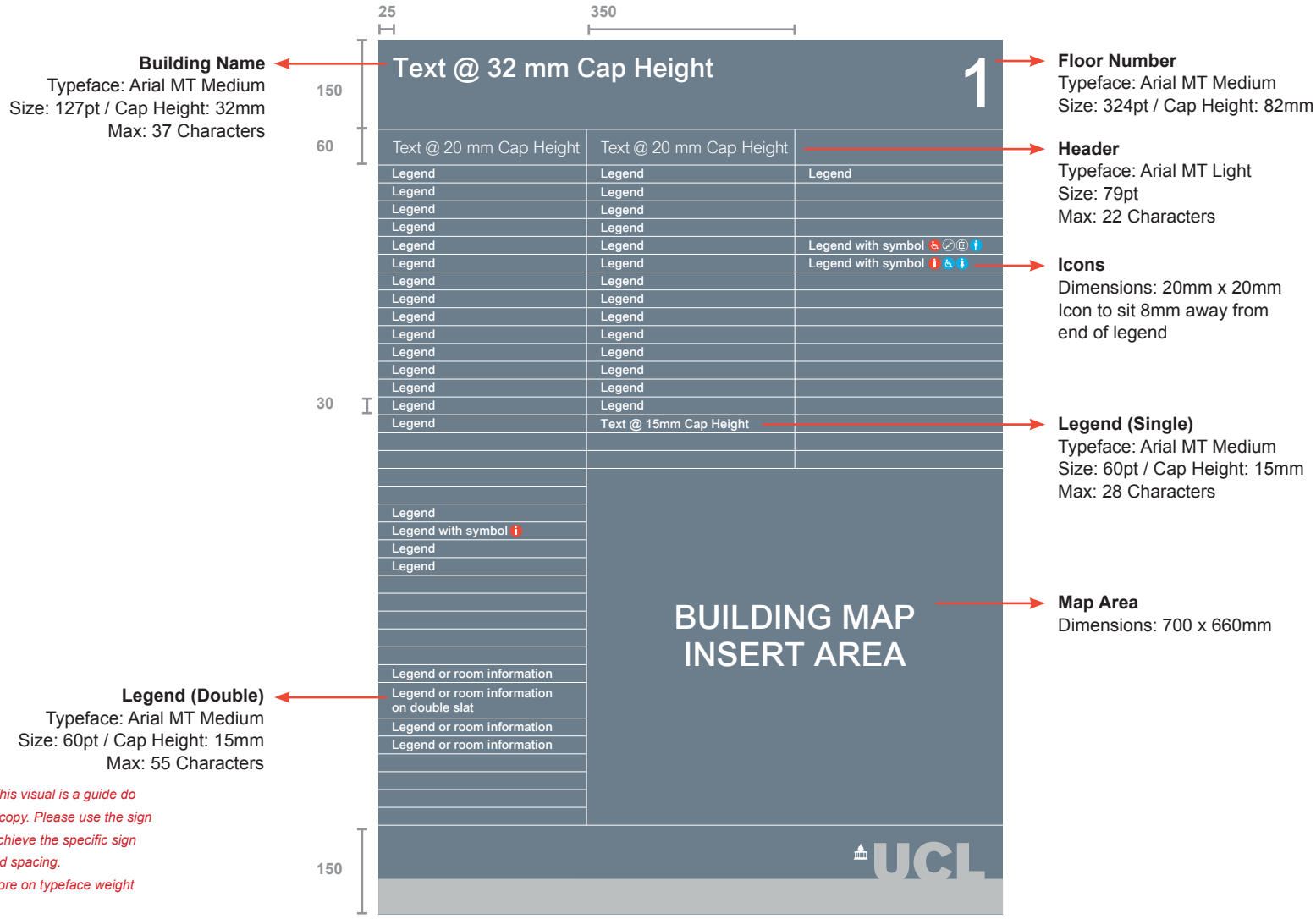
Fonts to be used:
Arial MT Medium
Arial MT Light

Sign background
Nextel Suede Dove Blue

UCL Logo Strip
Pantone Cool Gray 3

Text
RAL Signal White 9003

This sign is to be used at main entrances within a building to identify the full range of destinations in the building. There is also additional space for a full building map.



Please note: This visual is a guide do not attempt to copy. Please use the sign templates to achieve the specific sign dimensions and spacing.
See P11 for more on typeface weight usage.

5.0 Sign Templates

5.1 Internal Sign Family

Note: All legends on new signs to be with raised lettering see page 105 for specification. Updates on existing signs to have flat legends unless more than 50% of the sign needs to be updated.

Sign Type A1 - Library

Artwork Dimensions:
1050mm (w) x 1470mm (h)

Fonts to be used:

Arial MT Medium

Arial MT Light

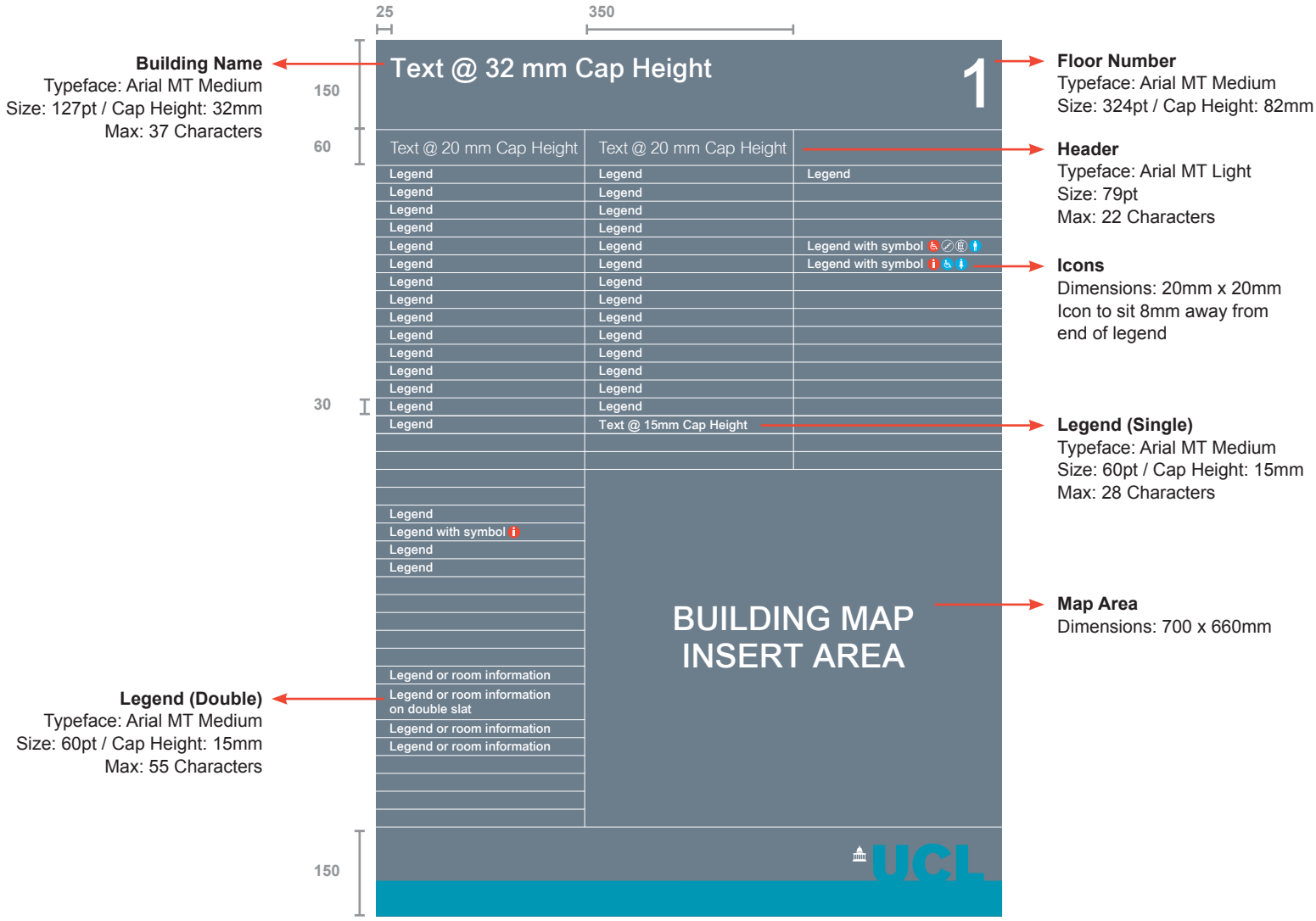
Sign background
Nextel Suede Dove Blue

UCL Logo Strip
Pantone 632 C

Text
RAL Signal White 9003

Please note only signs located within the library should have the UCL logo strip in Pantone 632c.

Please note: This visual is a guide do not attempt to copy. Please use the sign templates to achieve the specific sign dimensions and spacing.
See P11 for more on typeface weight usage.



5.0 Sign Templates

5.1 Internal Sign Family

Note: All legends on new signs to be with raised lettering see page 105 for specification. Updates on existing signs to have flat legends unless more than 50% of the sign needs to be updated.

Sign Type A3

Artwork Dimensions:
990mm (h) x 500mm (w)

Fonts to be used:
Arial MT Medium
Arial MT Light

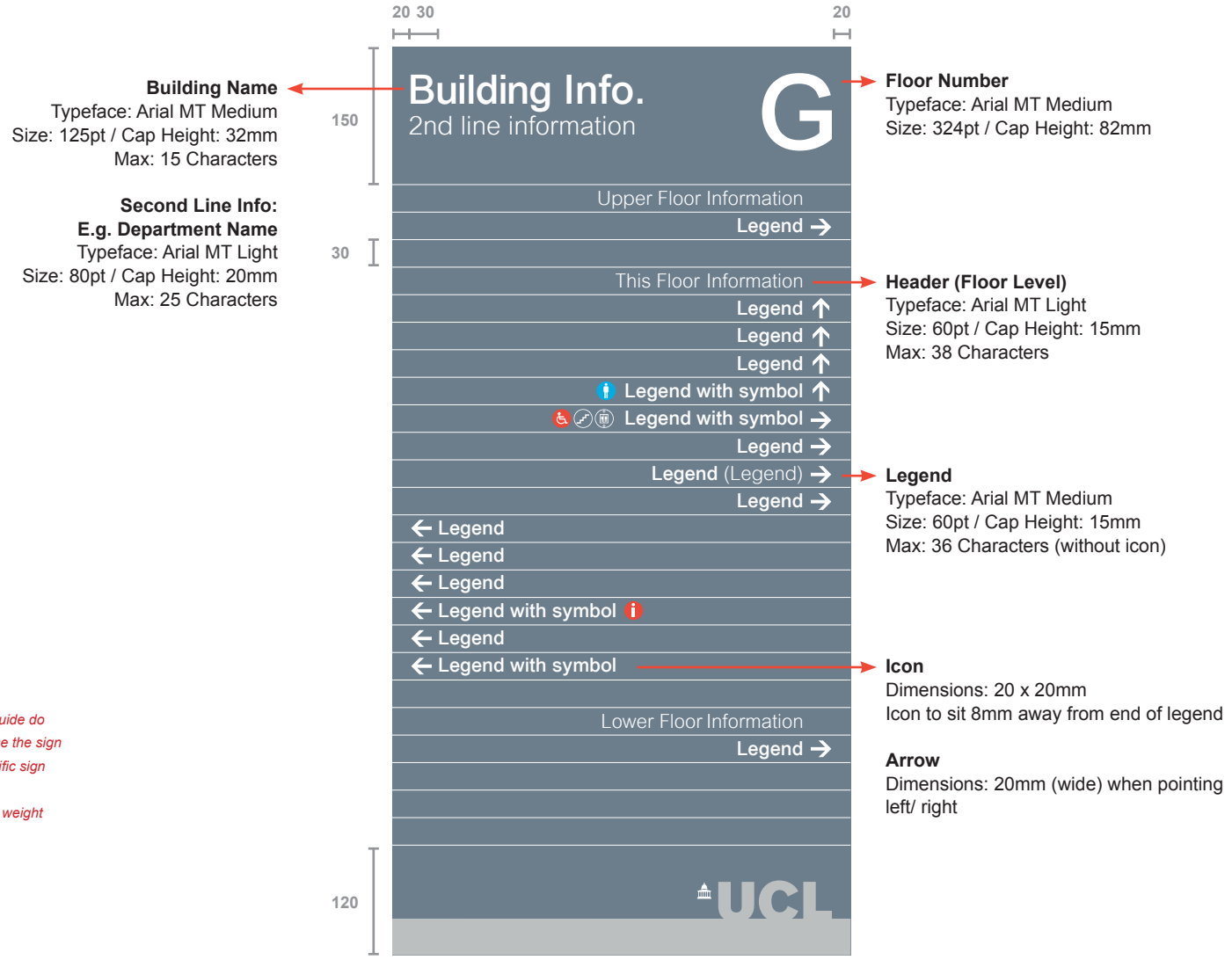
Sign background
Nextel Suede Dove Blue

UCL Logo Strip
Pantone Cool Gray 3

Text
RAL Signal White 9003

This sign is to be used at lifts / stairwells and main entrances to identify the full range of destinations in the building and the floor the user is on.

Please note: This visual is a guide do not attempt to copy. Please use the sign templates to achieve the specific sign dimensions and spacing.
See P11 for more on typeface weight usage.



5.0 Sign Templates

5.1 Internal Sign Family

Note: All legends on new signs to be with raised lettering see page 105 for specification. Updates on existing signs to have flat legends unless more than 50% of the sign needs to be updated.

Sign Type A3 (Version 2)

Artwork Dimensions:
990mm (h) x 500mm (w)

Fonts to be used:
Arial MT Medium
Arial MT Light

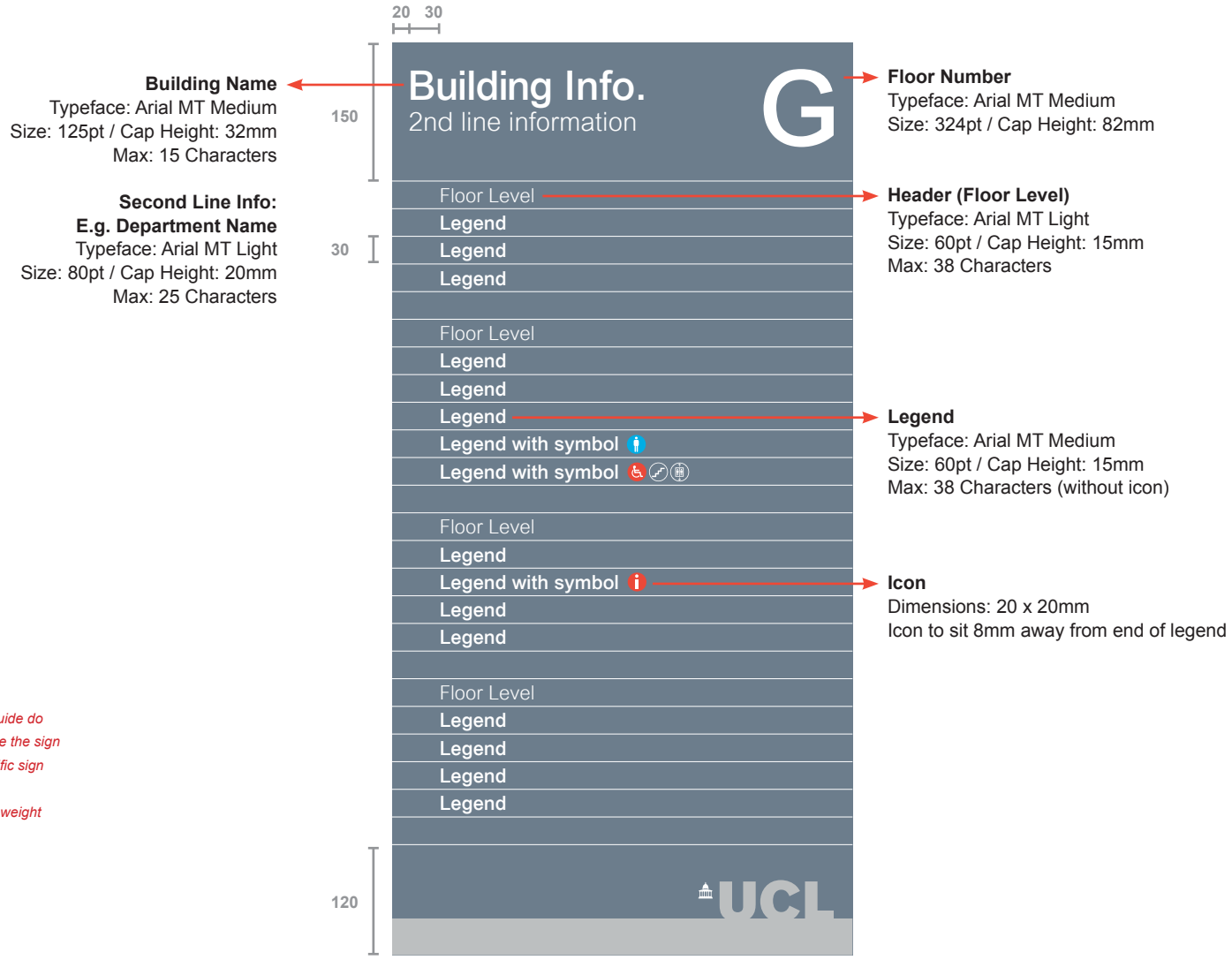
Sign background
Nextel Suede Dove Blue

UCL Logo Strip
Pantone Cool Gray 3

Text
RAL Signal White 9003

This sign is to be used at lifts/ stairwells and main entrances to identify the full range of destinations in the building and the floor the user is on.

Please note: This visual is a guide do not attempt to copy. Please use the sign templates to achieve the specific sign dimensions and spacing.
See P11 for more on typeface weight usage.



5.0 Sign Templates

5.1 Internal Sign Family

Note: All legends on new signs to be with raised lettering see page 105 for specification. Updates on existing signs to have flat legends unless more than 50% of the sign needs to be updated.

Sign Type C

Artwork Dimensions:
510mm (h) x 500mm (w)

Fonts to be used:
Arial MT Medium
Arial MT Light

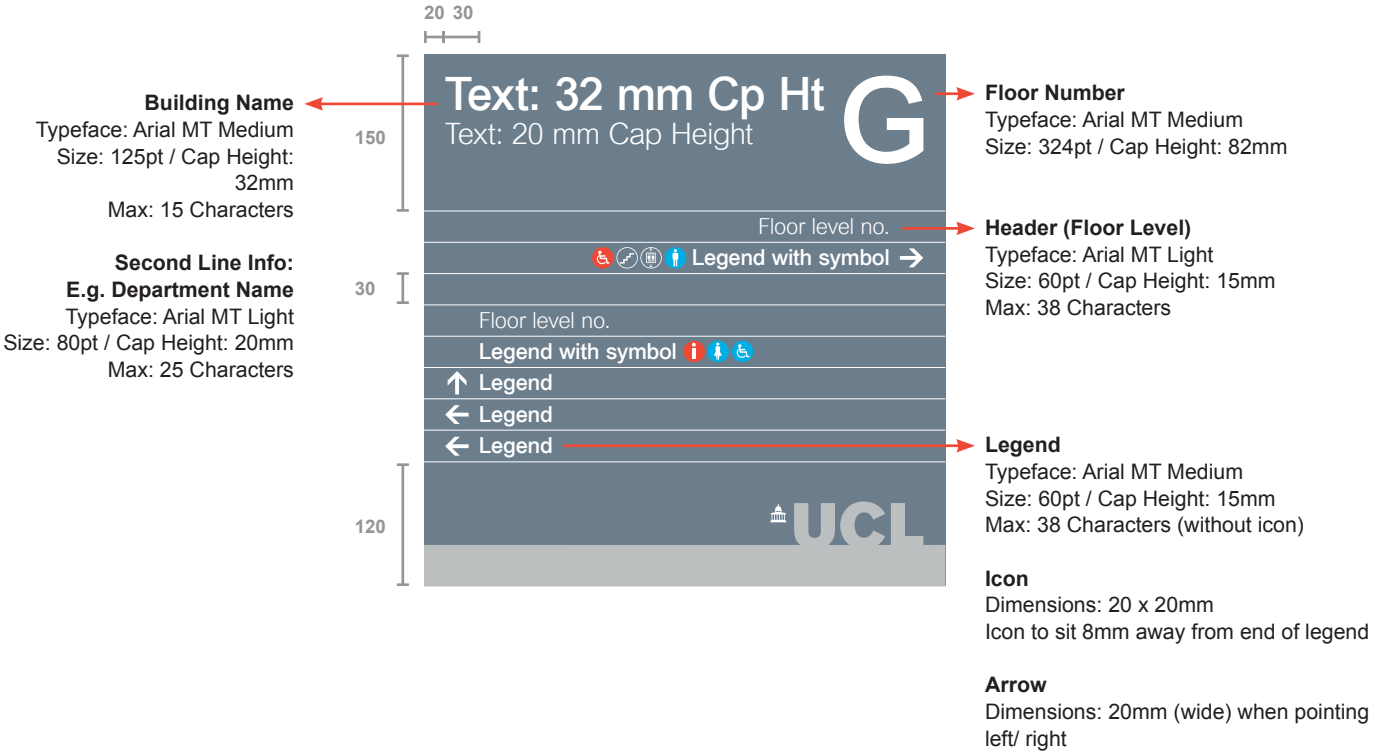
Sign background
Nextel Suede Dove Blue

UCL Logo Strip
Pantone Cool Gray 3

Text
RAL Signal White 9003

This sign is to be used at lifts / stairwells and main entrances to identify the full range of destinations in the building and the floor the user is on. This sign is to be used instead of A3 if there aren't as many slats needed.

Please note: This visual is a guide do not attempt to copy. Please use the sign templates to achieve the specific sign dimensions and spacing.
See P11 for more on typeface weight usage.



5.0 Sign Templates

5.1 Internal Sign Family

Sign Type D

Artwork Dimensions:
510mm (h) x 500mm (w)

Fonts to be used:

Arial MT Medium

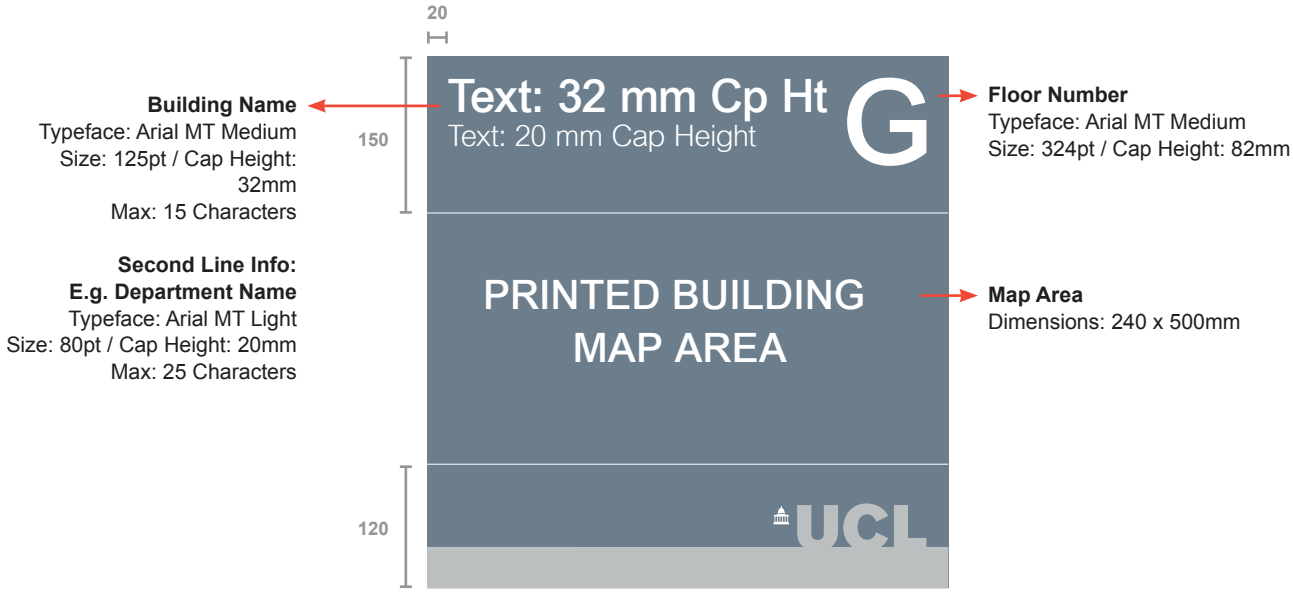
Arial MT Light

Sign background
Nextel Suede Dove Blue

UCL Logo Strip
Pantone Cool Gray 3

Text
RAL Signal White 9003

This sign is to be used at key orientation points and main entrances. This sign is primarily used to show a flat map of a singular floor. It can also be used alongside Sign Type's A3 and C.



Please note: This visual is a guide do not attempt to copy. Please use the sign templates to achieve the specific sign dimensions and spacing.
See P11 for more on typeface weight usage.

5.0 Sign Templates

5.1 Internal Sign Family

Sign Type E

Artwork Dimensions:
990mm (h) x 500mm (w)

Fonts to be used:
Arial MT Medium
Arial MT Light

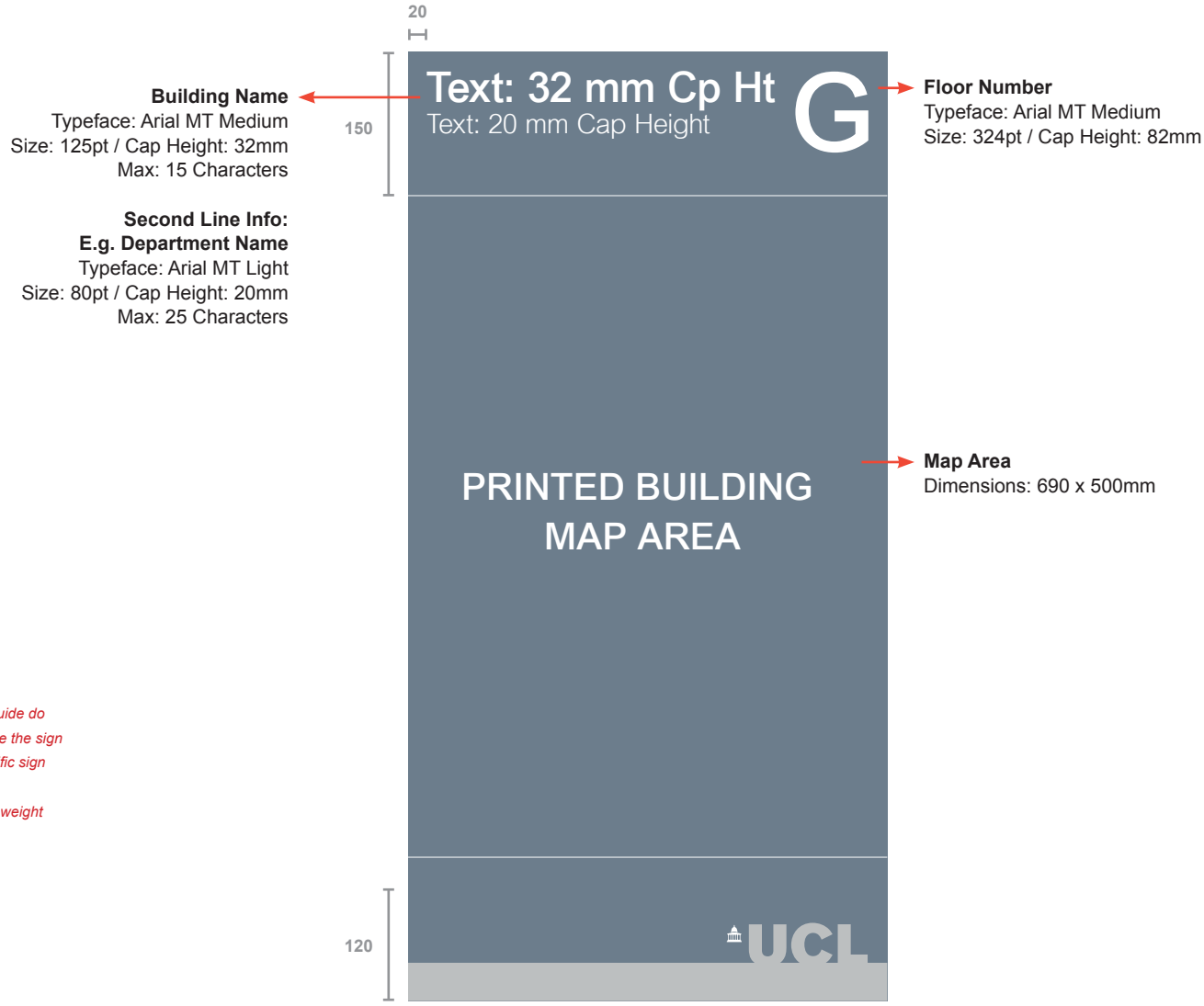
Sign background
Nextel Suede Dove Blue

UCL Logo Strip
Pantone Cool Gray 3

Text
RAL Signal White 9003

This sign is to be used at key orientation points and main entrances. This sign is primarily used to show a flat map of a singular floor. It can also be used alongside Sign Type's A3 and C.

Please note: This visual is a guide do not attempt to copy. Please use the sign templates to achieve the specific sign dimensions and spacing.
See P11 for more on typeface weight usage.



5.0 Sign Templates

5.1 Internal Sign Family

Sign Type J

Artwork Dimensions:
335mm (h) x 214mm (w)

Fonts to be used:
Arial MT Medium

Sign background
Nextel Suede Dove Blue

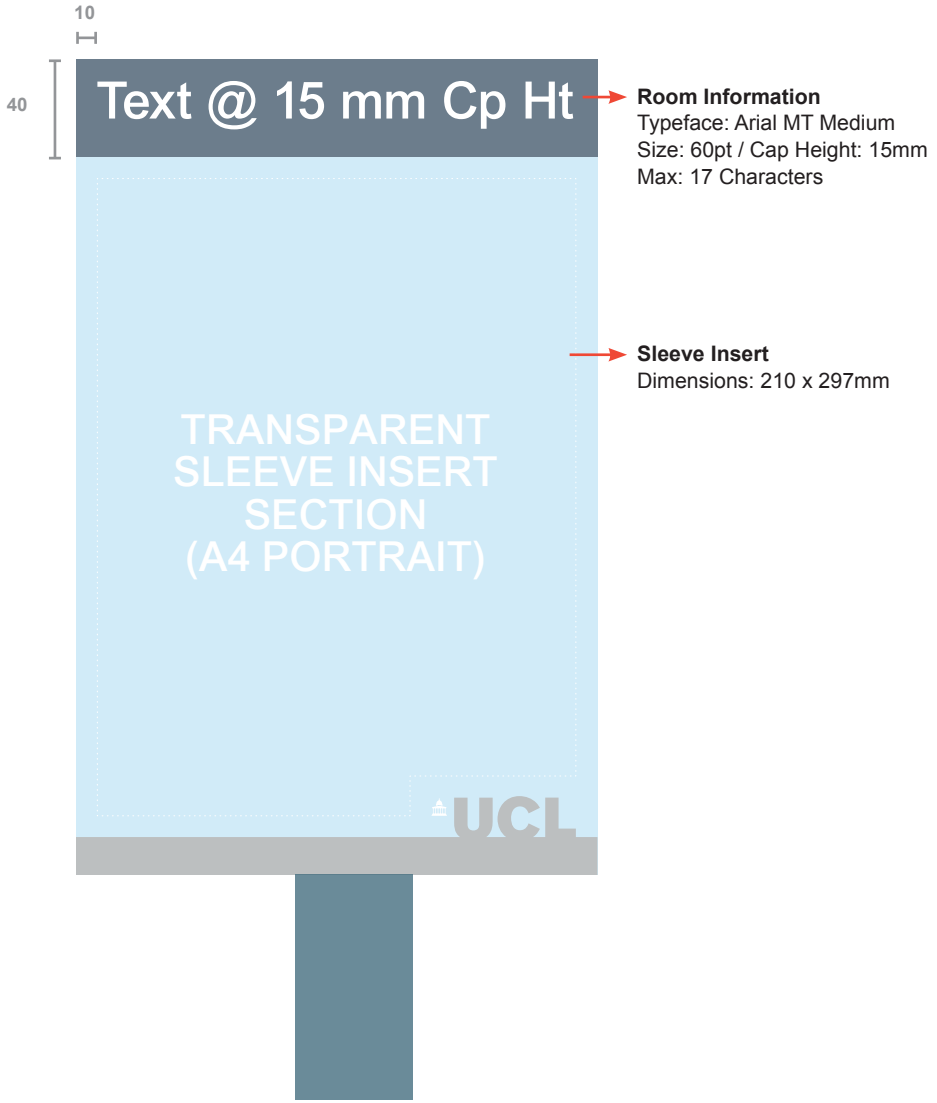
UCL Logo Strip
Pantone Cool Gray 3

Text
RAL Signal White 9003

This sign is to be free-standing where temporary information or room bookings need to be shown. The temporary information is printed on A4 paper and inserted into the clear wallet. The location of free-standing unit needs to be considered so it doesn't create a trip hazard.

Please note: In order to comply with BS8300, this sign requires raised lettering. See page 105 for more information.

Please note: This visual is a guide do not attempt to copy. Please use the sign templates to achieve the specific sign dimensions and spacing.
See P11 for more on typeface weight usage.



5.0 Sign Templates

5.1 Internal Sign Family

Sign Type K1 (A3)

Artwork Dimensions:
470mm (h) x 301mm (w)

Fonts to be used:
Arial MT Medium

Sign background
Nextel Suede Dove Blue

UCL Logo Strip
Pantone Cool Gray 3

Text
RAL Signal White 9003

This sign is to be on or beside a door where temporary information, changing occupier or room bookings need to be shown. The temporary information is printed on A3 paper and inserted into the clear wallet.

Please note: In order to comply with BS8300, this sign requires raised lettering. See page 105 for more information.

Please note: This visual is a guide do not attempt to copy. Please use the sign templates to achieve the specific sign dimensions and spacing.
See P11 for more on typeface weight usage.

Room Information
Typeface: Arial MT Medium
Size: 60pt / Cap Height: 15mm
Max: 24 Characters

Sleeve Insert
Dimensions: 420 x 297mm

5.0 Sign Templates

5.1 Internal Sign Family

Sign Type K1 (A4)

Artwork Dimensions:
335mm (h) x 214mm (w)

Fonts to be used:
Arial MT Medium

Sign background
Nextel Suede Dove Blue

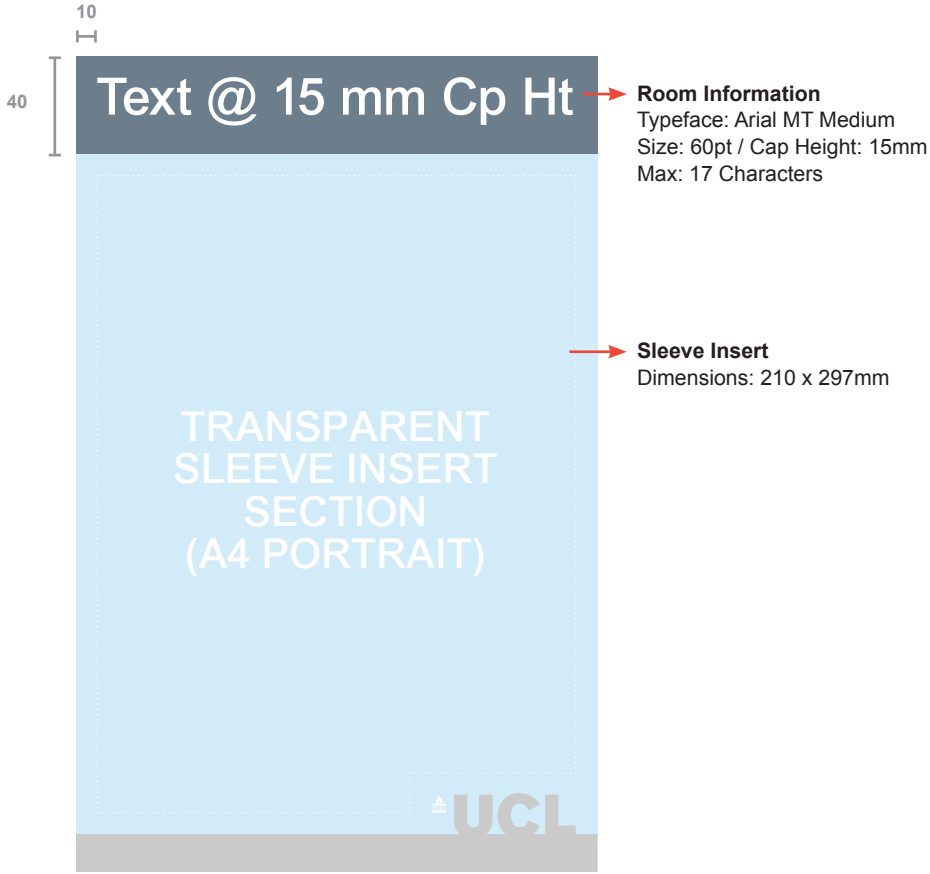
UCL Logo Strip
Pantone Cool Gray 3

Text
RAL Signal White 9003

This sign is to be on or beside a door where temporary information, changing occupier or room bookings need to be shown. The temporary information is printed on A4 paper and inserted into the clear wallet.

Please note: In order to comply with BS8300, this sign requires raised lettering. See page 105 for more information.

Please note: This visual is a guide do not attempt to copy. Please use the sign templates to achieve the specific sign dimensions and spacing.
See P11 for more on typeface weight usage.



5.0 Sign Templates

5.1 Internal Sign Family

Sign Type K1 (A5)

Artwork Dimensions:
190mm (h) x 214mm (w)

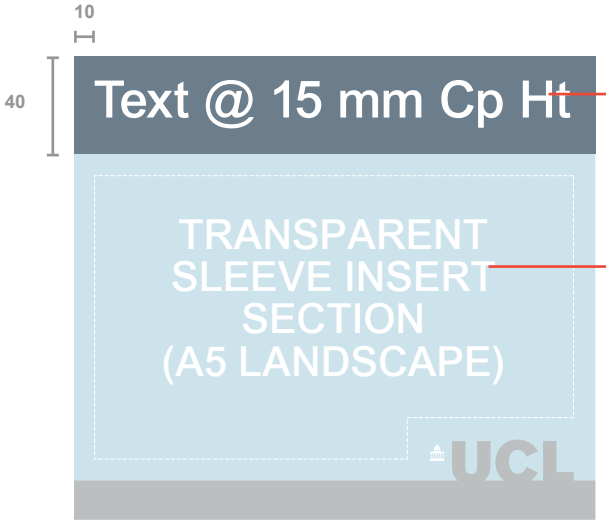
Fonts to be used:
Arial MT Medium

Sign background
Nextel Suede Dove Blue

UCL Logo Strip
Pantone Cool Gray 3

Text
RAL Signal White 9003

This sign is to be on or beside a door for all offices. The slat has the room number only, and the insert has the occupier. The occupancy information is printed on A5 paper and inserted into the clear wallet.



Room Information
Typeface: Arial MT Medium
Size: 60pt / Cap Height: 15mm
Max: 17 Characters

Sleeve Insert
Dimensions: 210 x 148mm

Please note: In order to comply with BS8300, this sign requires raised lettering. See page 105 for more information.

Please note: This visual is a guide do not attempt to copy. Please use the sign templates to achieve the specific sign dimensions and spacing.
See P11 for more on typeface weight usage.

5.0 Sign Templates

5.1 Internal Sign Family

Sign Type K1 (A5) - Op 2

Artwork Dimensions:
235mm (h) x 214mm (w)

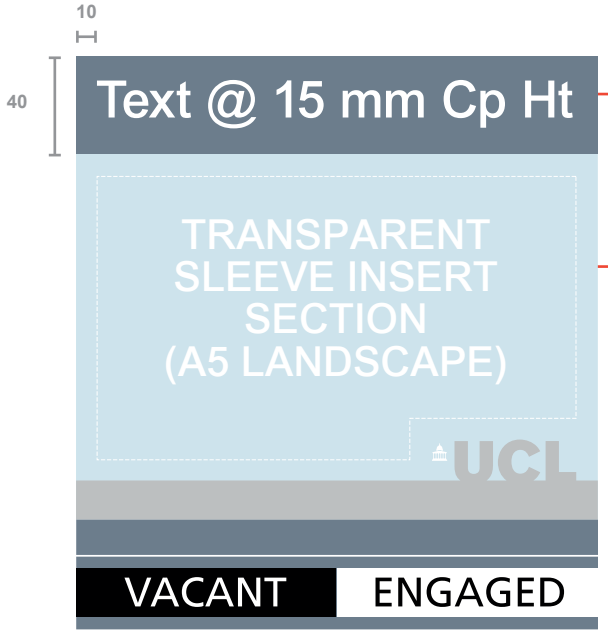
Fonts to be used:
Arial MT Medium

Sign background
Nextel Suede Dove Blue

UCL Logo Strip
Pantone Cool Gray 3

Text
RAL Signal White 9003

This sign is to be on or beside a door for all offices. The slat has the room number only, and the insert has the occupier. The occupancy information is printed on A5 paper and inserted into the clear wallet.



Room Information
Typeface: Arial MT Medium
Size: 60pt / Cap Height: 15mm
Max: 17 Characters

Sleeve Insert
Dimensions: 210 x 148mm

Please note: In order to comply with BS8300, this sign requires raised lettering. See page 105 for more information.

Please note: This visual is a guide do not attempt to copy. Please use the sign templates to achieve the specific sign dimensions and spacing.
See P11 for more on typeface weight usage.

5.0 Sign Templates

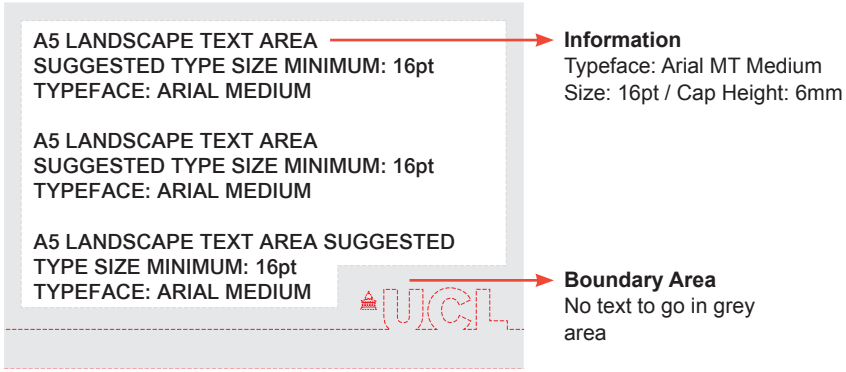
5.1 Internal Sign Family

Sign Type K1 (A5) Insert

Artwork Dimensions:
148mm (h) x 210mm (w)

Fonts to be used:

Arial MT Medium



This is the insert template for sign type K1 A5. The content for this sign is to be updated by UCL whenever required.

Please note: This visual is a guide do not attempt to copy. Please use the sign templates to achieve the specific sign dimensions and spacing.
See P11 for more on typeface weight usage.

5.0 Sign Templates

5.1 Internal Sign Family

Sign Type M1 (Double)

Artwork Dimensions:
270mm (h) x 600mm (w)

Fonts to be used:
Arial MT Medium

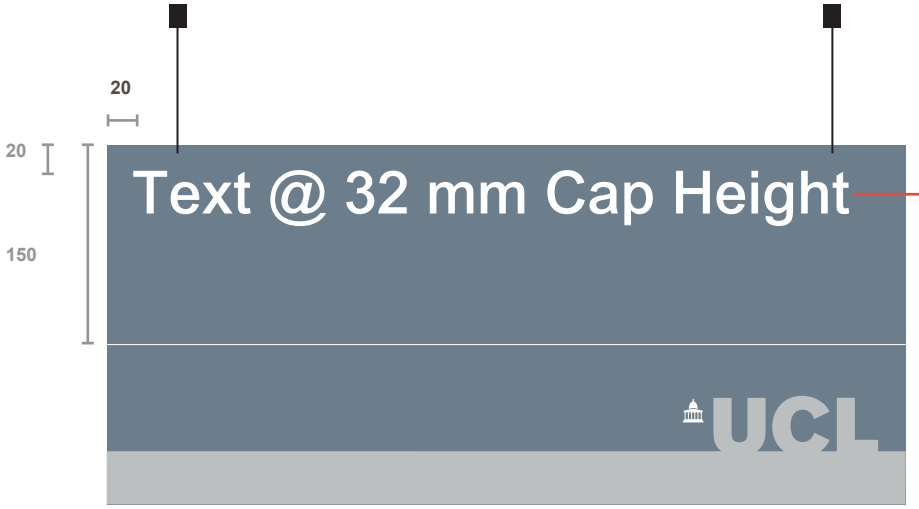
Sign background
Nextel Suede Dove Blue

UCL Logo Strip
Pantone Cool Gray 3

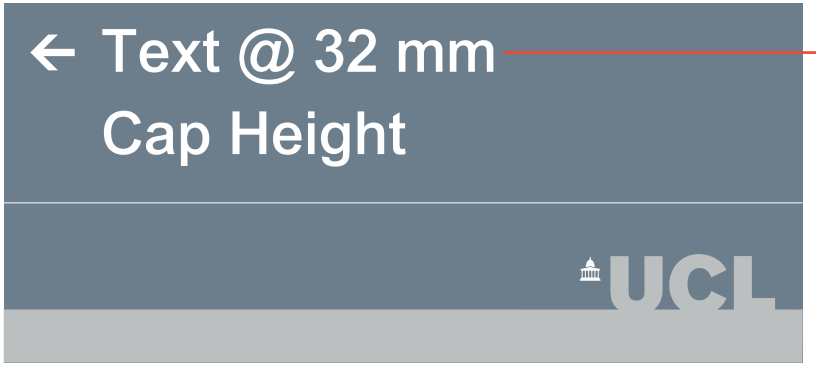
Text
RAL Signal White 9003

This sign is located where a directional decision is required on a floor or to show facility areas such as Information Points, Exits etc.

Please note: This visual is a guide do not attempt to copy. Please use the sign templates to achieve the specific sign dimensions and spacing.
See P11 for more on typeface weight usage.



Text
Typeface: Arial MT Medium
Size: 127pt / Cap Height: 32mm
Max: 23 Characters (per line)



Text
Typeface: Arial MT Medium
Size: 127pt / Cap Height: 32mm
Max: 21 Characters (per line with arrow)

5.0 Sign Templates

5.1 Internal Sign Family

Sign Type M2 (Single)

Artwork Dimensions:
270mm (h) x 600mm (w)

Fonts to be used:
Arial MT Medium

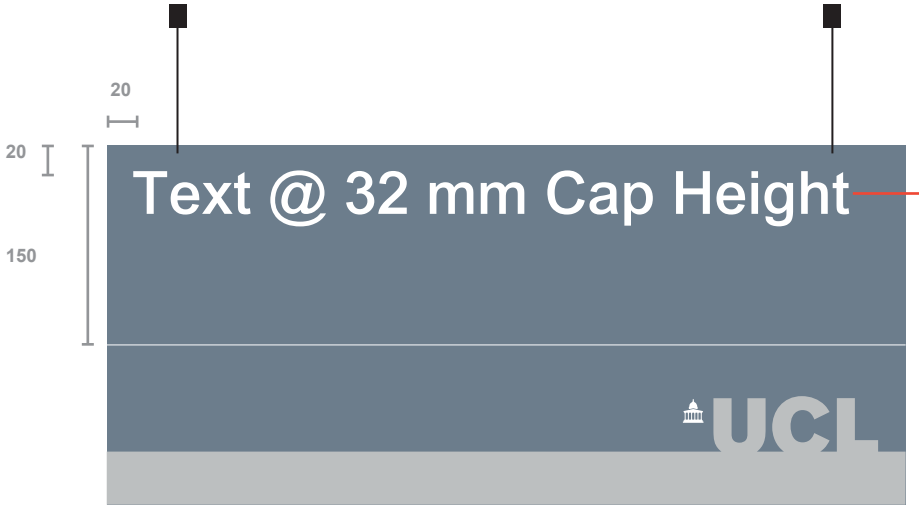
Sign background
Nextel Suede Dove Blue

UCL Logo Strip
Pantone Cool Gray 3

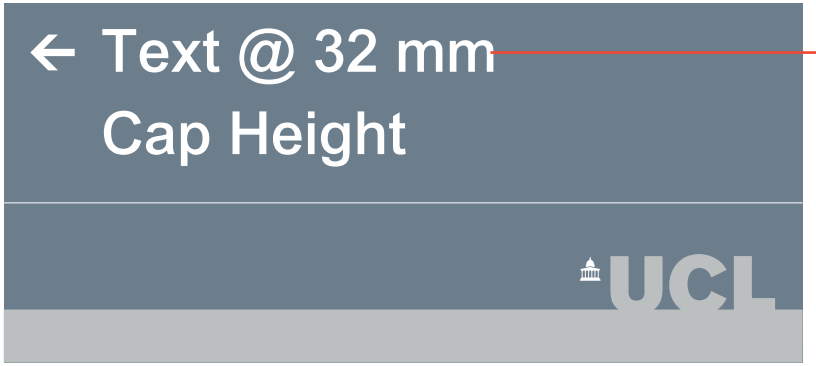
Text
RAL Signal White 9003

This sign is located where a directional decision is required on a floor or to show facility areas such as Information Points, Exits etc. If the back of the sign is obscured, a single sided sign will be sufficient.

Please note: This visual is a guide do not attempt to copy. Please use the sign templates to achieve the specific sign dimensions and spacing.
See P11 for more on typeface weight usage.



Text
Typeface: Arial MT Medium
Size: 127pt / Cap Height: 32mm
Max: 23 Characters (per line)



Text
Typeface: Arial MT Medium
Size: 127pt / Cap Height: 32mm
Max: 21 Characters (per line with arrow)

5.0 Sign Templates

5.1 Internal Sign Family

Sign Type M3

Artwork Dimensions:
270mm (h) x 600mm (w)

Fonts to be used:
Arial MT Medium

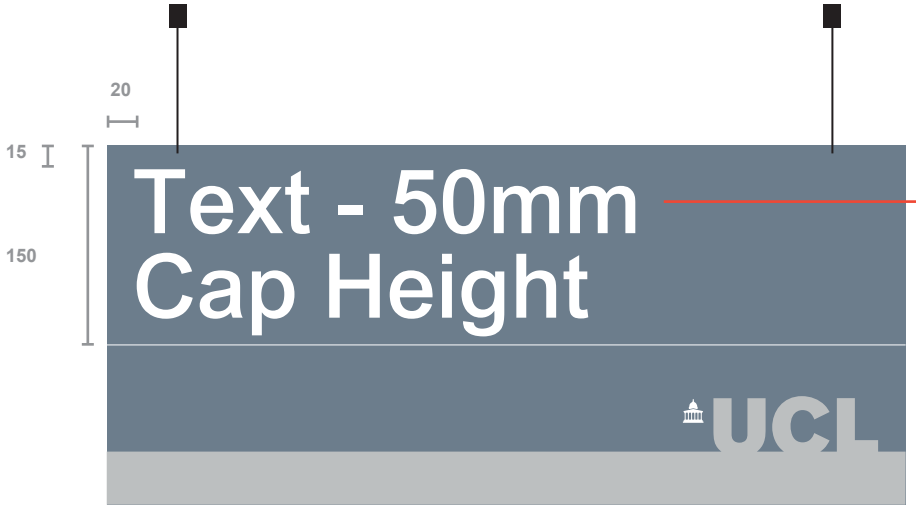
Sign background
Nextel Suede Dove Blue

UCL Logo Strip
Pantone Cool Gray 3

Text
RAL Signal White 9003

This sign is located where a directional decision is required on a floor or to show facility areas such as Information Points, Exits etc.

Please note: This visual is a guide do not attempt to copy. Please use the sign templates to achieve the specific sign dimensions and spacing.
See P11 for more on typeface weight usage.



Text
Typeface: Arial MT Medium
Size: 190pt / Cap Height: 50mm
Max: 15 Characters (per line)

Text
Typeface: Arial MT Medium
Size: 127pt / Cap Height: 32mm
Max: 15 Characters (per line)

5.0 Sign Templates

5.1 Internal Sign Family

Sign Type M4

Artwork Dimensions:
210mm (h) x 1000mm (w)

Fonts to be used:
Arial MT Medium

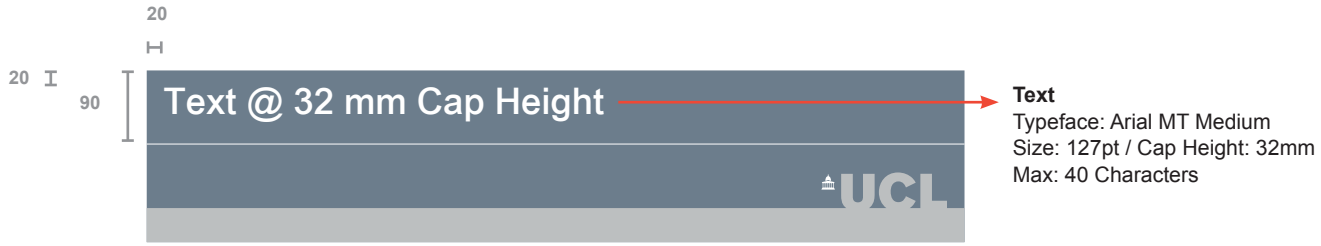
Sign background
Nextel Suede Dove Blue

UCL Logo Strip
Pantone Cool Gray 3

Text
RAL Signal White 9003

This sign is used in areas where a single long legend is required.

Please note: This visual is a guide do not attempt to copy. Please use the sign templates to achieve the specific sign dimensions and spacing.
See P11 for more on typeface weight usage.



5.0 Sign Templates

5.1 Internal Sign Family

Sign Type O3

Artwork Dimensions:
270mm (h) x 214mm (w)

Fonts to be used:
Arial MT Medium

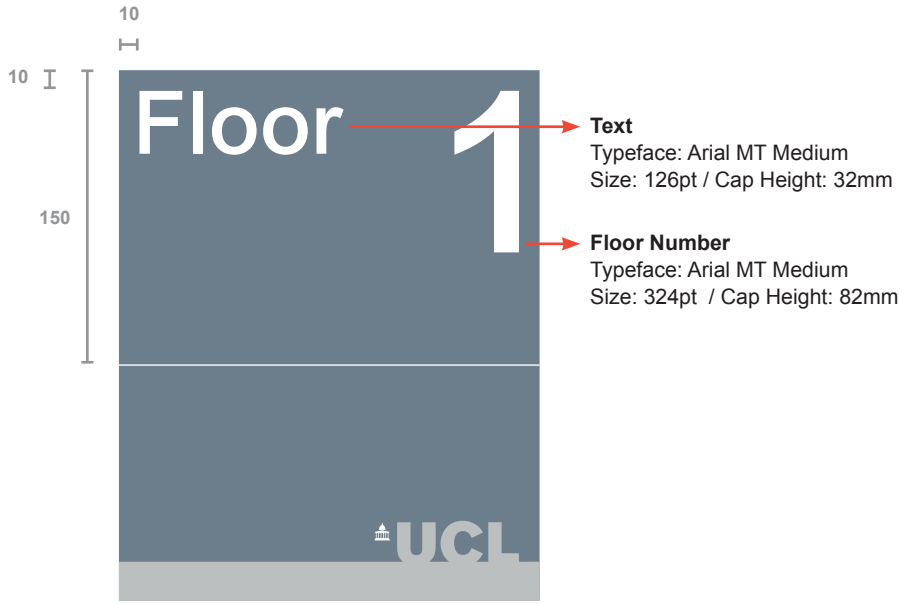
Sign background
Nextel Suede Dove Blue

UCL Logo Strip
Pantone Cool Gray 3

Text
RAL Signal White 9003

This sign is to be used in stairwells to indicate the floor you are on.
This sign is wall mounted.

Please note: This visual is a guide do not attempt to copy. Please use the sign templates to achieve the specific sign dimensions and spacing.
See P11 for more on typeface weight usage.



5.0 Sign Templates

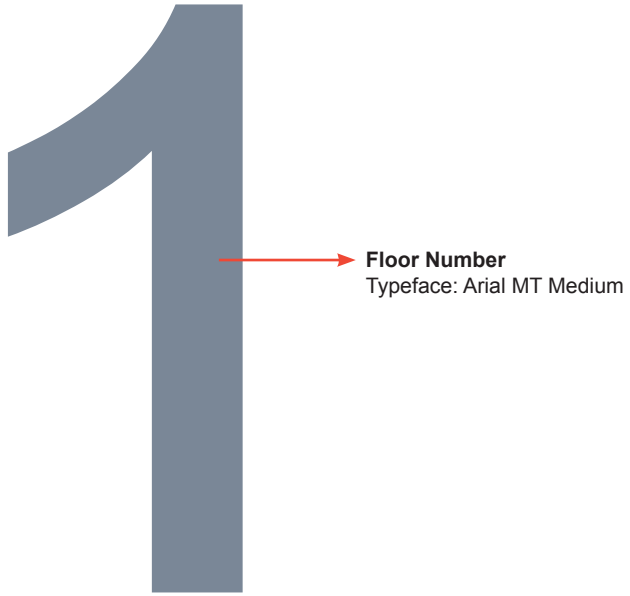
5.1 Internal Sign Family

Sign Type O4

Artwork Dimensions:
500mm (h)

Fonts to be used:
Arial MT Medium

Floor Number
Nextel Suede Dove Blue



This sign shows the same information as O3, but is made from vinyl so is more cost effective. Or could be made from a painted acrylic or aluminium. This sign can be used in secondary staircases.

Please note: This visual is a guide do not attempt to copy. Please use the sign templates to achieve the specific sign dimensions and spacing.
See P11 for more on typeface weight usage.

5.0 Sign Templates

5.1 Internal Sign Family

Sign Type O5

Artwork Dimensions:
285mm (h) x 420mm (w)

Fonts to be used:
Arial MT Medium

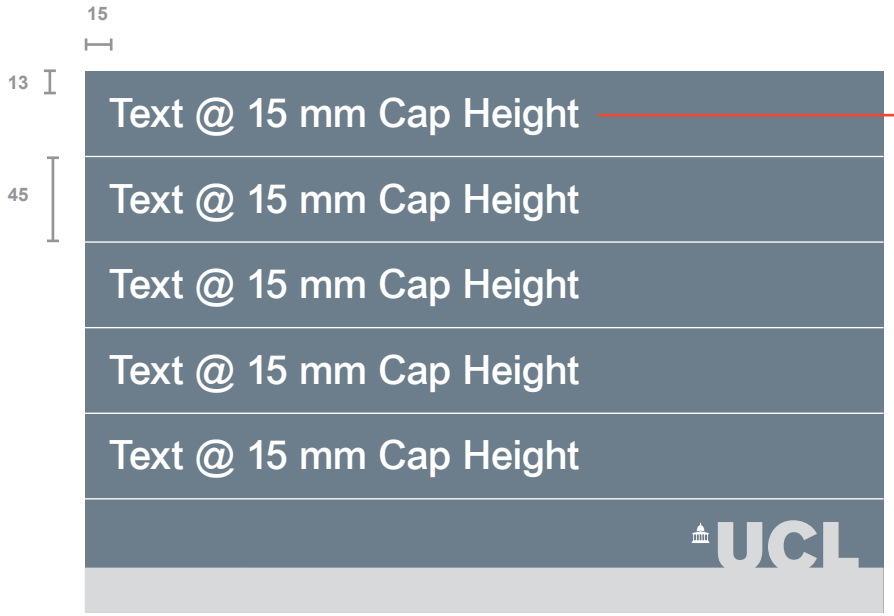
Sign background
Nextel Suede Dove Blue

UCL Logo Strip
Pantone Cool Gray 3

Text
RAL Signal White 9003

This sign is to be used on doors to corridors where a through route needs to be identified. This is not for office spaces where a K1 A5 is the required sign type. Do not use this sign to identify occupants of an office.

Please note: This visual is a guide do not attempt to copy. Please use the sign templates to achieve the specific sign dimensions and spacing.
See P11 for more on typeface weight usage.



Text
Typeface: Arial MT Medium
Size: 60pt / Cap Height: 15mm
Max: 34 Characters

5.0 Sign Templates

5.1 Internal Sign Family

Sign Type P1

Artwork Dimensions:
60mm (h) x 60mm (w)

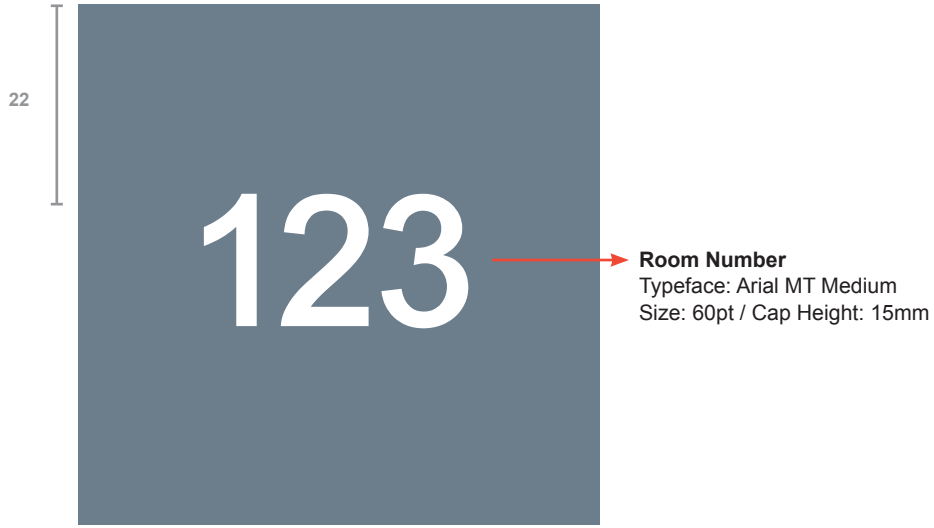
Fonts to be used:
Arial MT Medium

Sign background
Nextel Suede Dove Blue

Text
RAL Signal White 9003

This sign is to be used to indicate the room number only, no occupier or additional information.

Please note: This visual is a guide do not attempt to copy. Please use the sign templates to achieve the specific sign dimensions and spacing.
See P11 for more on typeface weight usage.



5.0 Sign Templates

5.1 Internal Sign Family

Sign Type P2

Artwork Dimensions:
190mm (h) x 214mm (w)

Fonts to be used:
Arial MT Medium

Sign background
Nextel Suede Dove Blue

Text
RAL Signal White 9003

This sign is used to identify a room number and type e.g. Meeting Room. Do not use this sign to identify a named occupant of an office. The K1 A5 type is the required sign for offices and occupants.

Please note: In order to comply with BS8300, this sign requires raised lettering. See page 105 for more information.

Please note: This visual is a guide do not attempt to copy. Please use the sign templates to achieve the specific sign dimensions and spacing.
See P11 for more on typeface weight usage.

5.0 Sign Templates

5.1 Internal Sign Family

Sign Type P6a

Artwork Dimensions:
190mm (h) x 150mm (w)

Fonts to be used:
Arial MT Medium

Sign background
Nextel Suede Dove Blue

UCL Logo Strip
Pantone Cool Gray 3

Text
RAL Signal White 9003

Icon
Pantone 2995

This sign is to be used on or beside a door to identify the space with the addition of an icon. This sign is primarily used for toilets and stairwells.

Please note: This visual is a guide do not attempt to copy. Please use the sign templates to achieve the specific sign dimensions and spacing.
See P11 for more on typeface weight usage.

5.0 Sign Templates

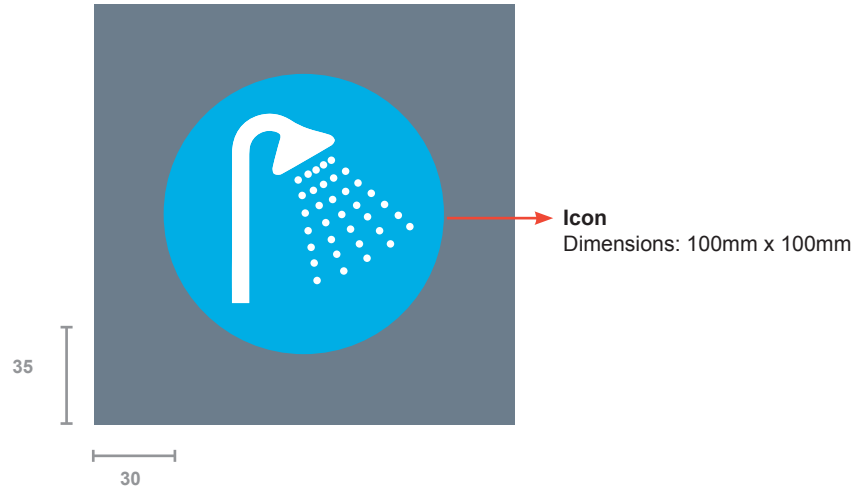
5.1 Internal Sign Family

Sign Type P6b

Artwork Dimensions:
150mm (h) x 150mm (w)

Sign background
Nextel Suede Dove Blue

Icon
Pantone 2995



This sign is similar to P6a in that it also identifies a space with an icon, however no text or logo is included in the layout. This sign can be used on the final door to the facility to identify the space facilities.

Please note: This visual is a guide do not attempt to copy. Please use the sign templates to achieve the specific sign dimensions and spacing.
See P11 for more on typeface weight usage.

5.0 Sign Templates

5.1 Internal Sign Family

Sign Type P6c

Artwork Dimensions:
150mm (h) x 365mm (w)

Fonts to be used:
Arial MT Medium

Sign background
Nextel Suede Dove Blue

Text
RAL Signal White 9003

Icon
Pantone 2995

An icon where a descriptive summary of the use is required.

Please note: This visual is a guide do not attempt to copy. Please use the sign templates to achieve the specific sign dimensions and spacing.
See P11 for more on typeface weight usage.

For ambulent disabled toilets

For fully accessible toilets

5.0 Sign Templates

5.1 Internal Sign Family

Sign Type P6c

Artwork Dimensions:
150mm (h) x 365mm (w)

Fonts to be used:
Arial MT Medium

Sign background
Nextel Suede Dove Blue

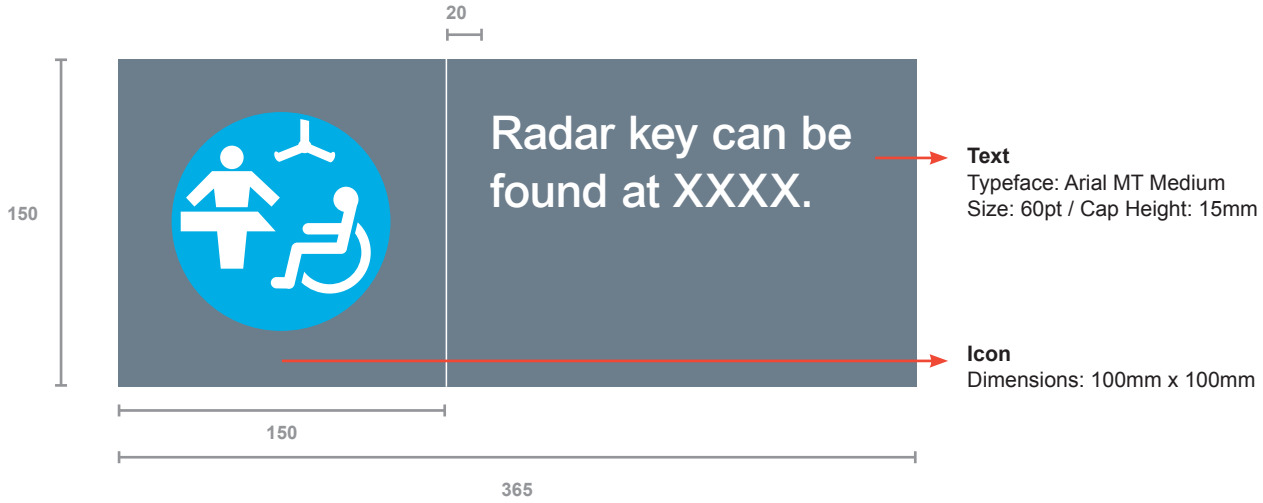
Text
RAL Signal White 9003

Icon
Pantone 2995

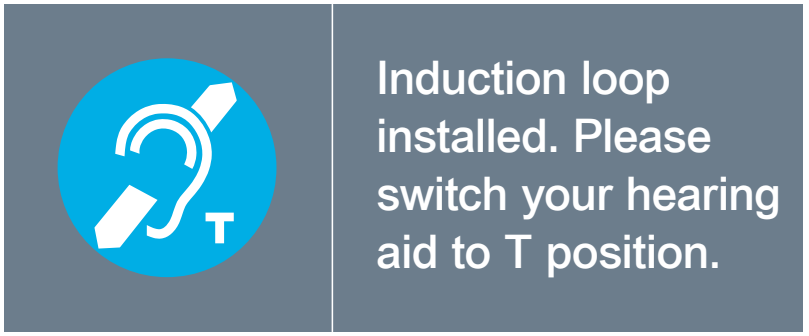
An icon where a descriptive summary of the use is required.

Please note: This visual is a guide do not attempt to copy. Please use the sign templates to achieve the specific sign dimensions and spacing.
See P11 for more on typeface weight usage.

For changing places



For induction loop



5.0 Sign Templates

5.1 Internal Sign Family

Sign Type Qa

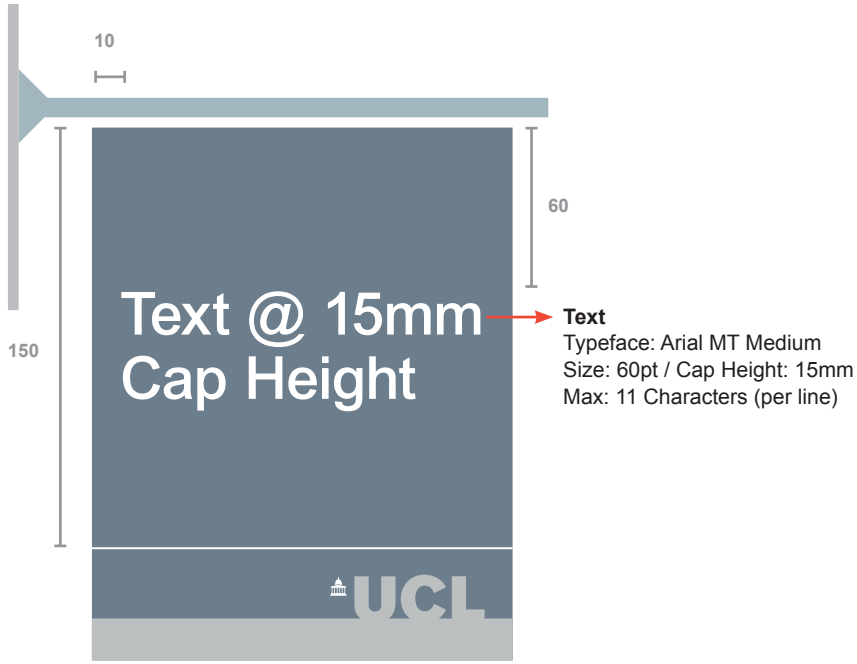
Artwork Dimensions:
190mm (h) x 150mm (w)

Fonts to be used:
Arial MT Medium

Sign background
Nextel Suede Dove Blue

UCL Logo Strip
Pantone Cool Gray 3

Text
RAL Signal White 9003



This sign is to be used to identify spaces where there is limited wall space. This sign is ideal in long corridors and can be viewed from a distance.

Please note: This visual is a guide do not attempt to copy. Please use the sign templates to achieve the specific sign dimensions and spacing.
See P11 for more on typeface weight usage.

5.0 Sign Templates

5.1 Internal Sign Family

Sign Type Qb

Artwork Dimensions:
190mm (h) x 150mm (w)

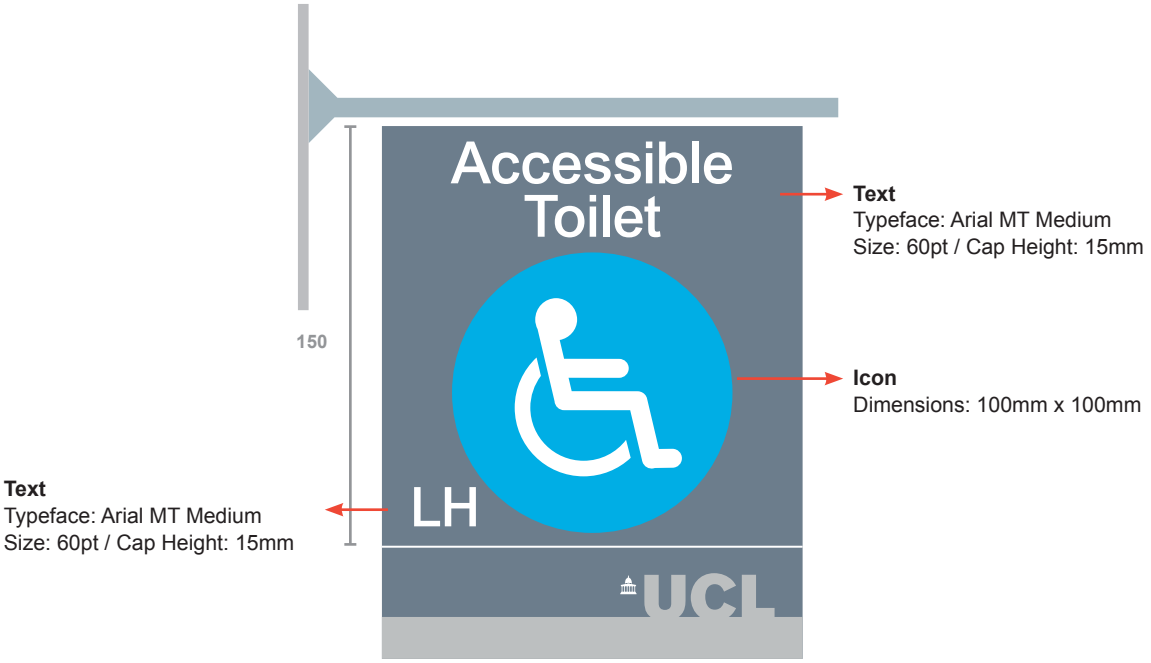
Fonts to be used:
Arial MT Medium

Sign background
Nextel Suede Dove Blue

UCL Logo Strip
Pantone Cool Gray 3

Text
RAL Signal White 9003

Icon
Pantone 2995



Similar to sign type Qa, this sign is ideal in long corridors and can be viewed from a distance. However, this sign is ideal for facility spaces such as toilets, stairs etc.

Accessible toilet signs must indicate whether it is a righthand (RH) or lefthand (LH) transfer. This lettering must be placed on either the left or right hand side of the sign to visually show this.

Please note: This visual is a guide do not attempt to copy. Please use the sign templates to achieve the specific sign dimensions and spacing.
See P11 for more on typeface weight usage.

5.0 Sign Templates

5.1 Internal Sign Family

Sign Type Internal Map

Fonts to be used:

Arial MT Medium

Arial MT Light

Maps are kept simple, highlighting corridors in grey and key spaces in orange. Icons are also used to identify facilities.

In some cases a full building map drawn in an isometric style is useful to show the full building plan.

Please note: This visual is a guide do not attempt to copy. Please use the sign templates to achieve the specific sign dimensions and spacing.
See P11 for more on typeface weight usage.

5.0 Sign Templates

5.1 Internal Sign Family

Sign Type Internal Map

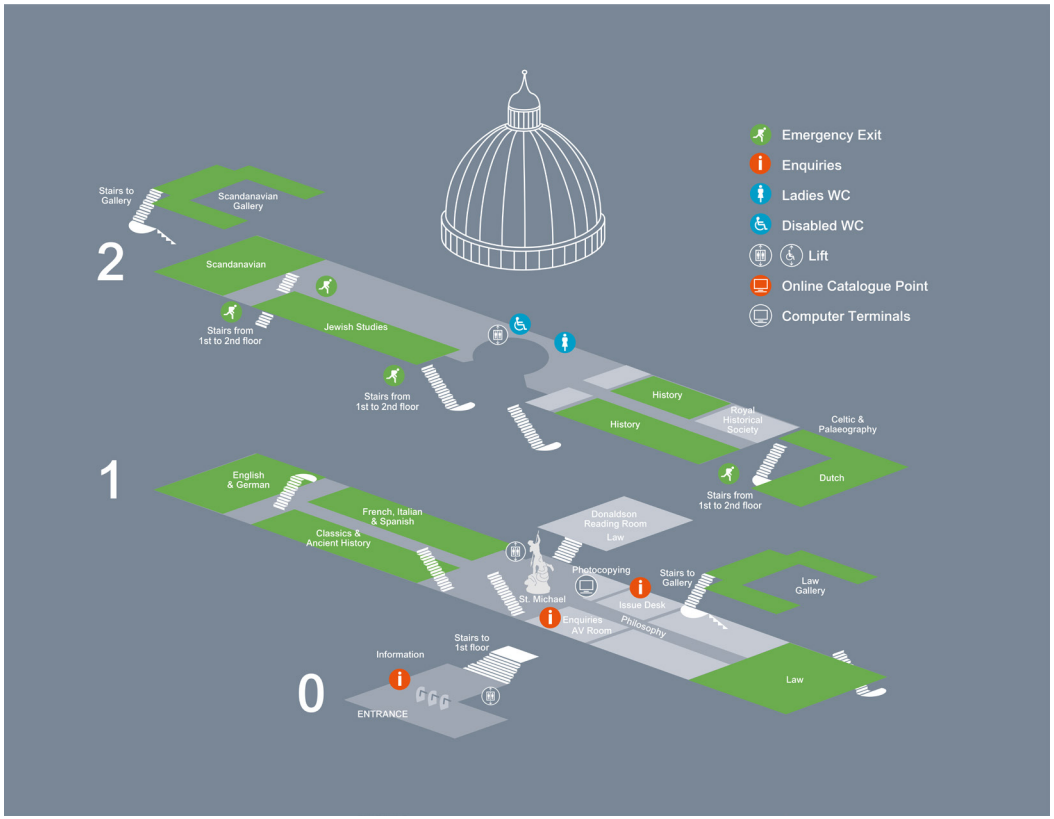
Fonts to be used:

Arial MT Medium

Arial MT Light

For sign type A1 a full map is useful as this sign is located at the main entrances.

Please note: This visual is a guide do not attempt to copy. Please use the sign templates to achieve the specific sign dimensions and spacing.



Isometric Map

5.0 Sign Templates

5.2 Special Variations

Special Variations

Insert Signs

These signs are designed to insert a standard A5, A4 or A3 sheet and so are ideal for delivering information that changes frequently.

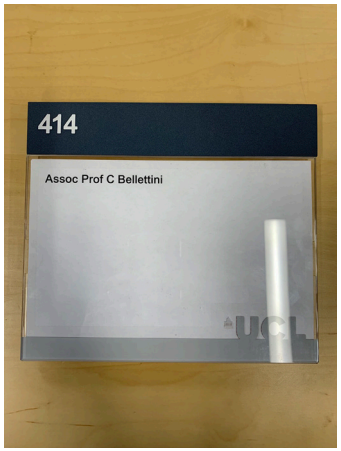
These signs ideally to have no bottom rail, and are held firm with the spacers behind the top legend slat and a velcro strip at the base to ensure the signs do not become loose at the base. The perspex insert sleeve can have the UCL logo strip etched or vinyl applied to the bottom edge.

Pages for insertion can be prepared directly by building users and so these signs do not need any specialists for updating. Layout of information on the insert page to be set out to not be obscured by the base logo strip on the sign. Blank sheets should be inserted when there is no information to be delivered.

Free Standing Signs

In some instances there is a need to have a sign where there is no available wall to fix the sign to. In these cases the family allows for a free standing sign. The post for these free standing signs to be a circular section aluminium leg approx 50mm diameter, with flat circular weighted base plate. Top of leg to have 60 degree angled plate to receive the sign. Ideally all painted surfaces are to match sign system. However a near match RAL colour PPC finish on the base and post may be acceptable and durable.

Manufacturer to supply final details for post assembly. The sign element can be either an A4 or A3 sized insert sign similar to the wall mounted insert signs, alternatively the sign could be a small information type sign A4 or A3 sized for situations where the sign content will not need to be changed.



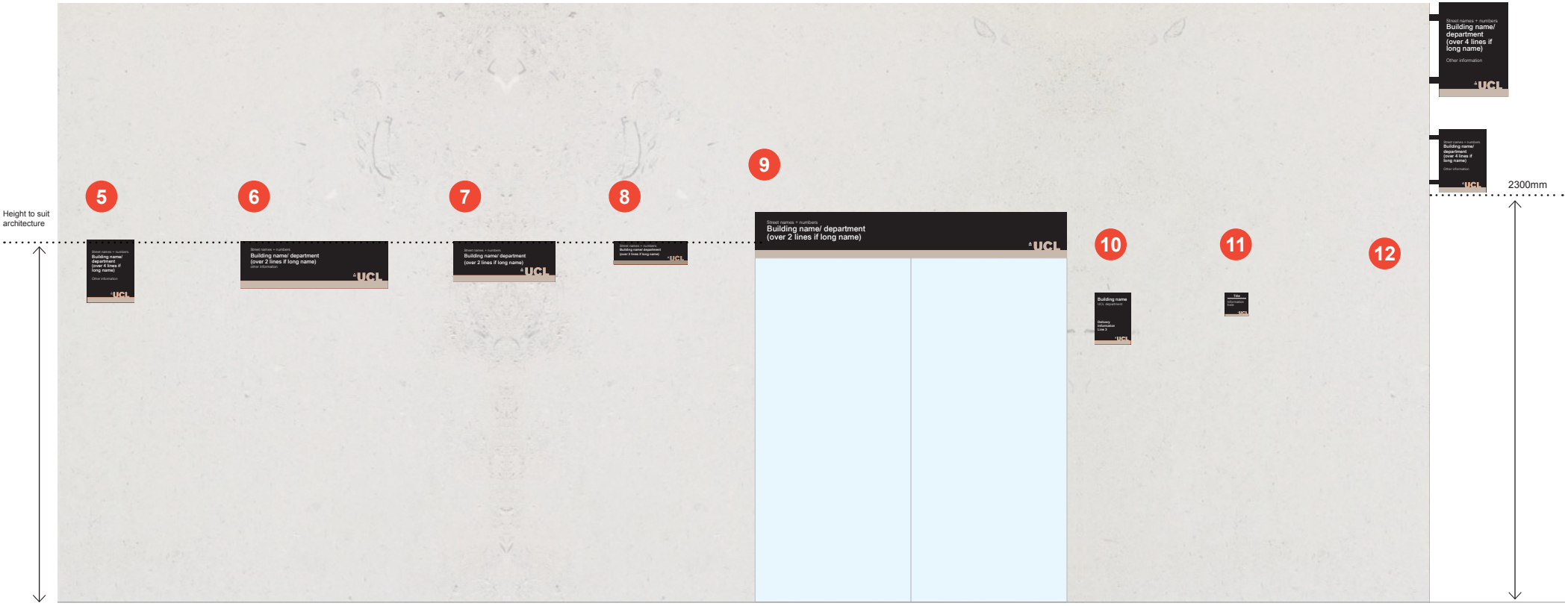
5.0 Sign Templates

5.3 External Sign Family

1. **Ex St A**
   2300mm (h) 500mm (w)
2. **Ex St B**
   1200mm (w) x 1300mm (h)
3. **Ex St C**
   500mm (w) x 1700mm (h)
4. **Ex St3a**
   440mm (w) x 600mm (h)
5. **Ex St3b**
   300mm (w) x 400mm (h)
6. **Ex St4a**
   940mm (w) x 300mm (h)
7. **Ex St4b**
   650mm (w) x 260mm (h)
8. **Ex St4c**
   470mm (w) x 150mm (h)
9. **Ex St4d**
   Scale to suit location
10. **Ex St5a**
    230mm (w) x 330mm (h)
11. **Ex St5b**
    150mm (w) x 150mm (h)
12. **Ex St6a**
    440mm (w) 600mm (h)

5.0 Sign Templates

5.3 External Sign Family



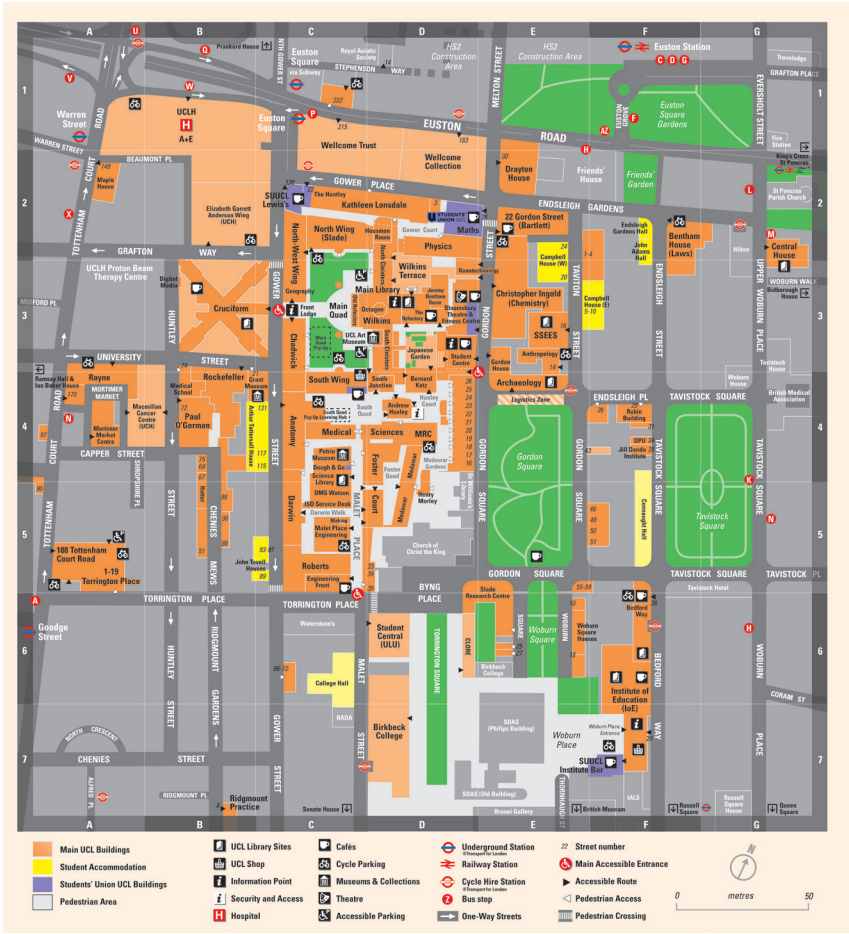
5.0 Sign Templates

5.3 External Sign Family

External Mapping

For UCL external wayfinding map signs, the external master map is now held by the UCL geography department.

Please contact Miles Irving for further information:
m.irving@ucl.ac.uk



External UCL Map

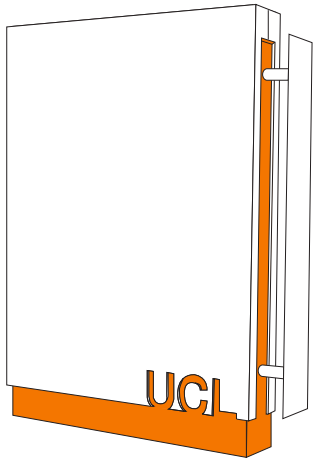
5.0 Sign Templates

5.3 External Sign Family

Colours

The external sign family building signs are made of two trays with a black top tray and a coloured undertray. The signs have a limited range of back tray colours that have been agreed with the Local Authority planning Department, particularly for conservation areas.

The orange is the default colour for non-conservation areas, the midstone for concrete and stone buildings, the light stone specifically for Portland stone buildings and the red for brick buildings.



Red
Pantone 1955
BS 04 D 45

Conservation Areas
Special Case

Orange
Pantone 716
RAL 2011
Non Conservation Areas or Conservation Areas not on main public views

Mid Tone Stone
Pantone 7530
BS 08 B 21

Conservation Areas
default colour

Light Stone
Pantone 7528
BS 08 B 17

Conservation Areas
Portland Stone

Black
C0 M0 Y0 K0

5.0 Sign Templates

5.3 External Sign Family

Sign Type A
Free Standing Monolith

Artwork Dimensions:
440mm (w) x 1300mm (h)

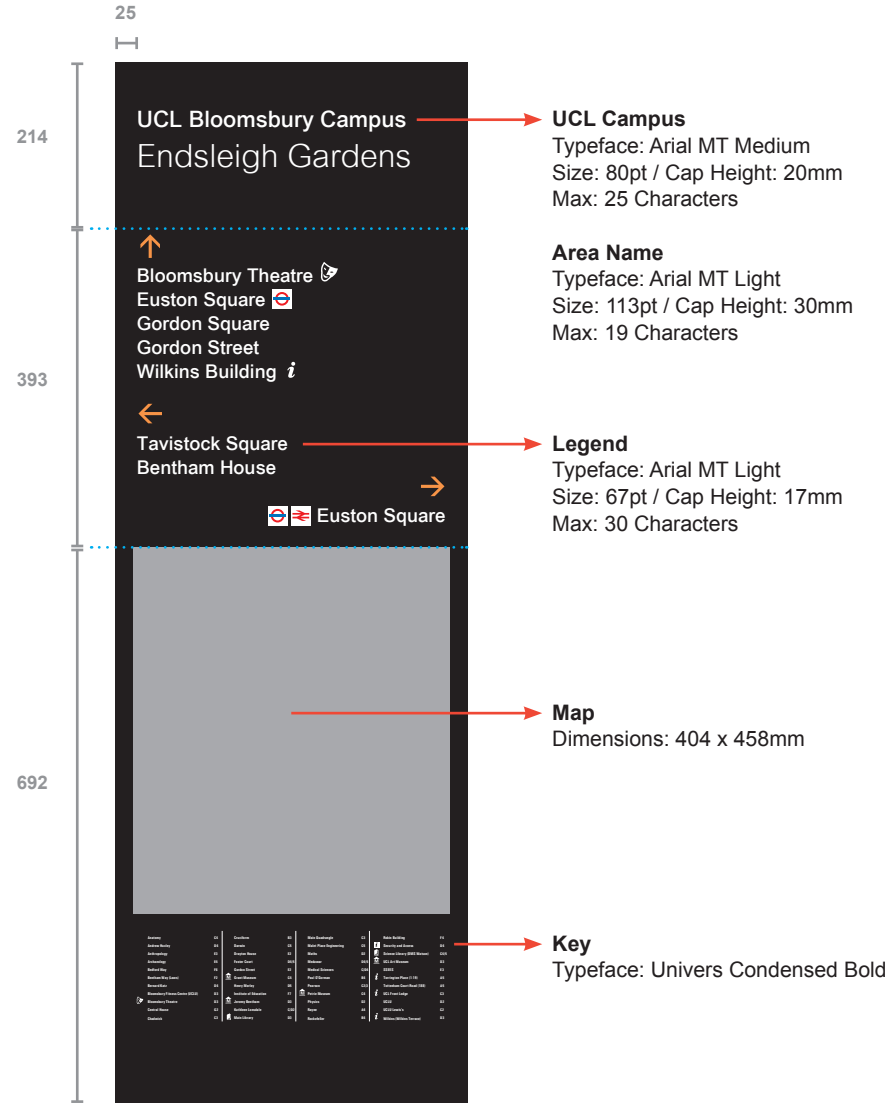
Fonts to be used:

Arial MT Medium
Arial MT Light
Univers Condensed

This external monolith sign is to be used at key orientation points along the pedestrian route on the approach to the university. This includes directional content, and a map of the full UCL campus.

This sign type is free-standing and also internally illuminated.

Please note: This visual is a guide do not attempt to copy. Please use the sign templates to achieve the specific sign dimensions and spacing.
See P11 for more on typeface weight usage.



5.0 Sign Templates

5.3 External Sign Family

Sign Type B
Wall Mounted Sign

Artwork Dimensions:
850mm (h) x 1200mm (w)

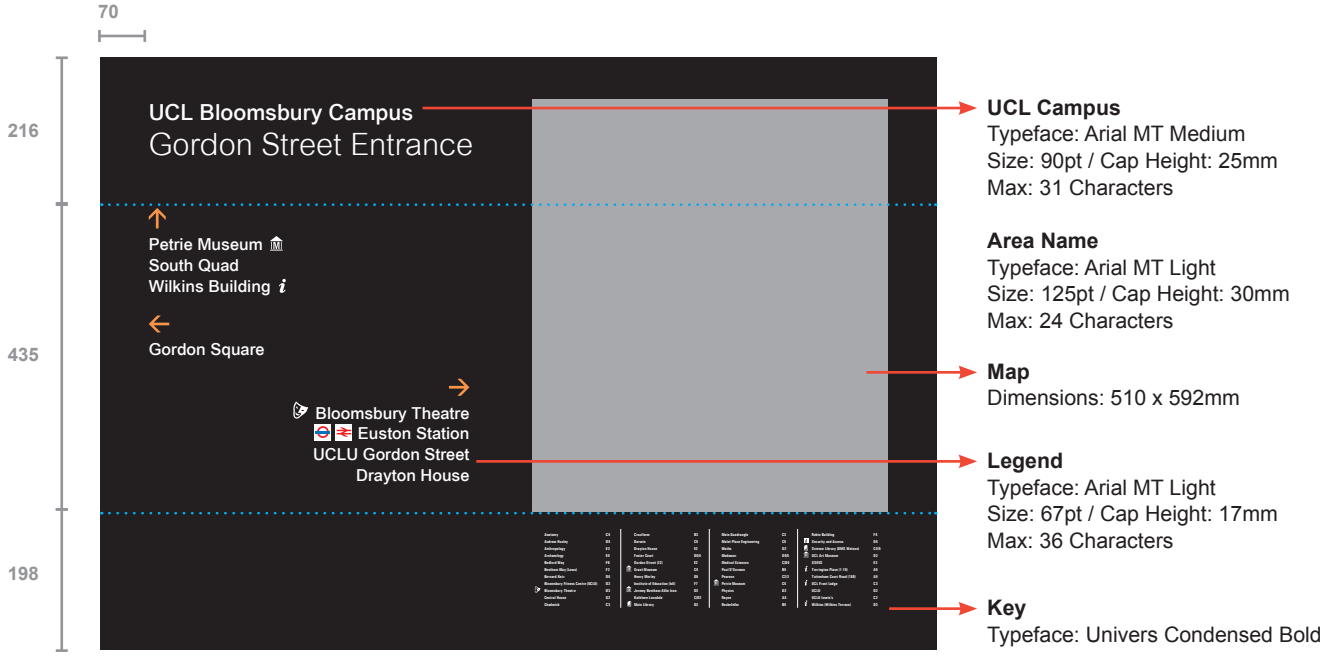
Fonts to be used:

Arial MT Medium
Arial MT Light
Univers Condensed

This external sign has the same content as Sign Type A, however the overall layout is landscape rather than portrait.

This sign is wall mounted and also illuminated.

Please note: This visual is a guide do not attempt to copy. Please use the sign templates to achieve the specific sign dimensions and spacing.
See P11 for more on typeface weight usage.



5.0 Sign Templates

5.3 External Sign Family

Sign Type C
Wall Mounted Sign

Artwork Dimensions:
440mm (w) x 1300mm (h)

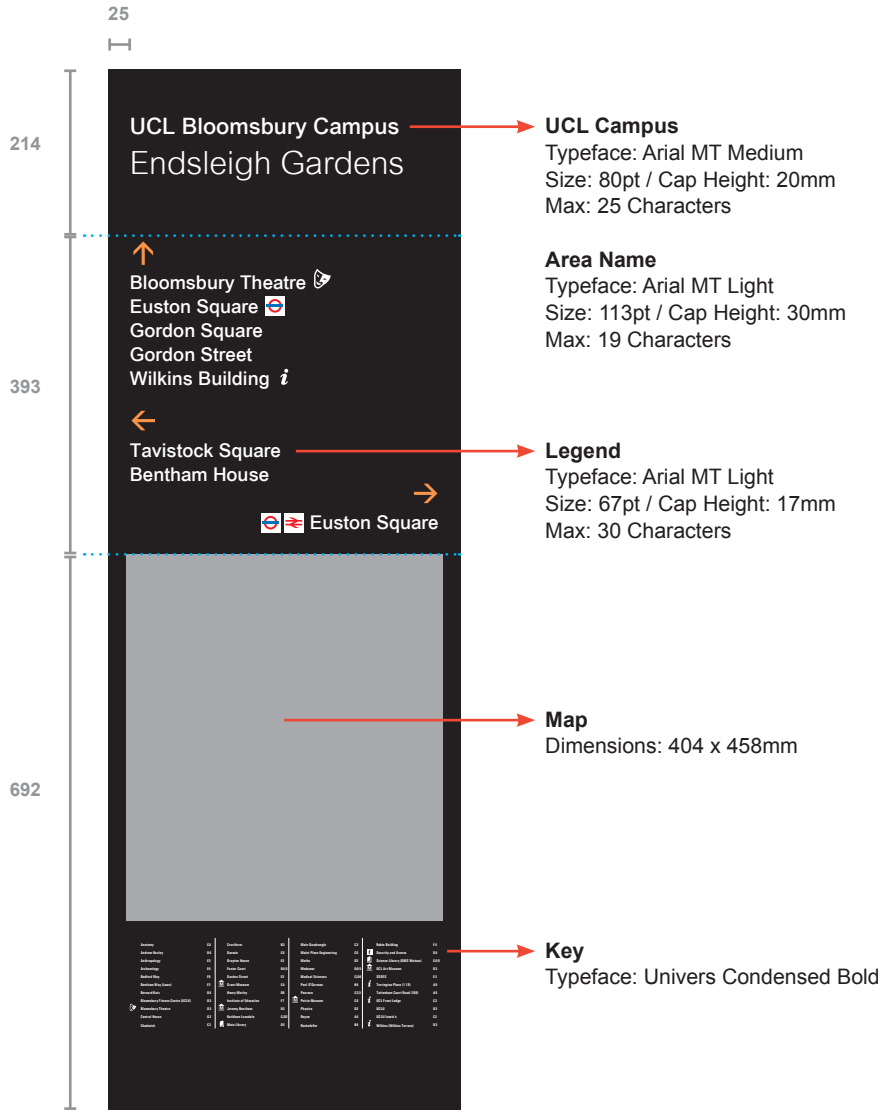
Fonts to be used:

Arial MT Medium
Arial MT Light
Univers Condensed

This external sign is to be used at key orientation points along the pedestrian route on the approach to the university. This includes directional content, and a map of the full UCL campus.

This sign is wall mounted and also internally illuminated.

Please note: This visual is a guide do not attempt to copy. Please use the sign templates to achieve the specific sign dimensions and spacing.
See P11 for more on typeface weight usage.



5.0 Sign Templates

5.3 External Sign Family

Sign Type 3a

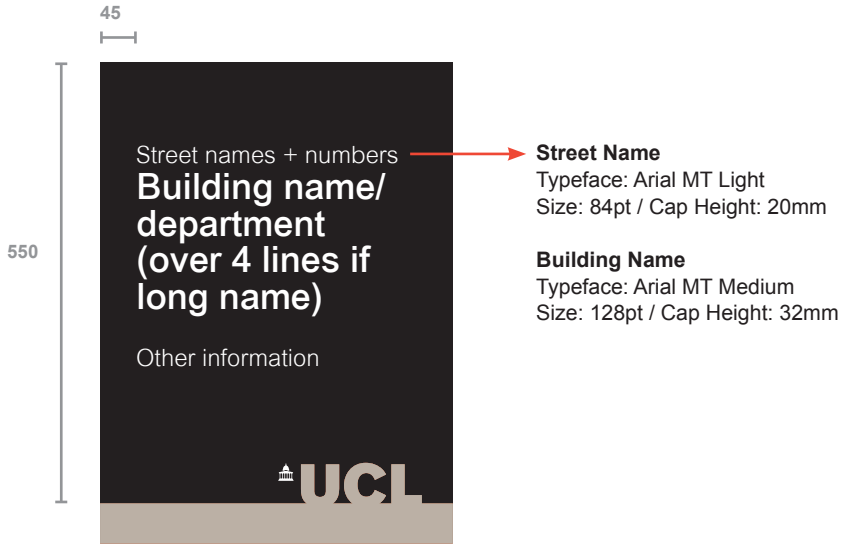
Artwork Dimensions:
440mm (w) x 600mm (h)

Fonts to be used:

Arial MT Medium
Arial MT Light

This external building sign is to be located at the main entrance to a building. This sign includes the address and either a building name or department. This sign is wall mounted.

Please note: This visual is a guide do not attempt to copy. Please use the sign templates to achieve the specific sign dimensions and spacing.
See P11 for more on typeface weight usage.



5.0 Sign Templates

5.3 External Sign Family

Sign Type 3b

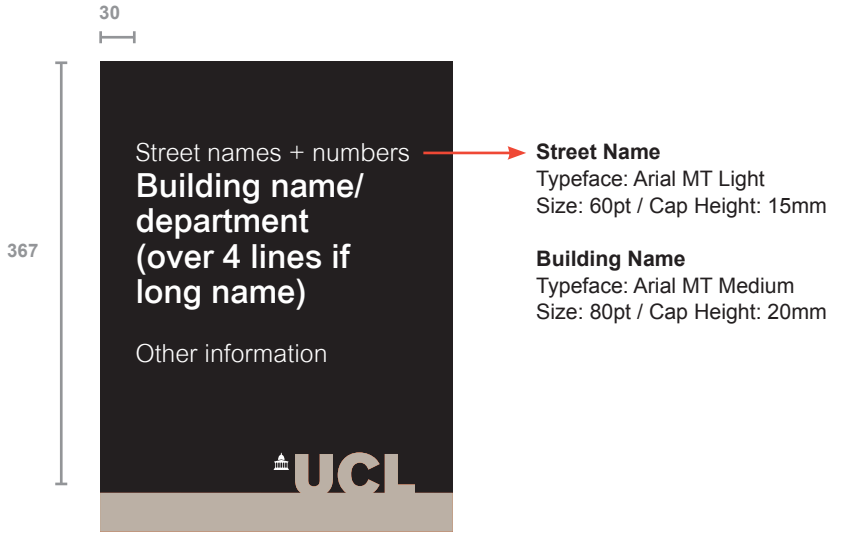
Artwork Dimensions:
300mm (w) x 400mm (h)

Fonts to be used:

Arial MT Medium
Arial MT Light

This external building sign is to be located at the main entrance to a building. This sign includes the address and either a building name or department. This sign is wall mounted.

Please note: This visual is a guide do not attempt to copy. Please use the sign templates to achieve the specific sign dimensions and spacing.
See P11 for more on typeface weight usage.



5.0 Sign Templates

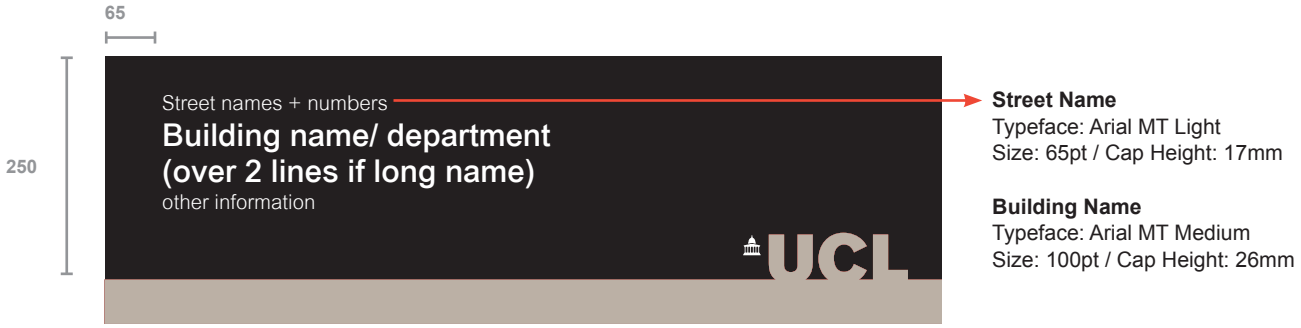
5.3 External Sign Family

Sign Type 4a

Artwork Dimensions:
300mm (h) x 940mm (w)

Fonts to be used:

Arial MT Medium
Arial MT Light



Street Name
Typeface: Arial MT Light
Size: 65pt / Cap Height: 17mm

Building Name
Typeface: Arial MT Medium
Size: 100pt / Cap Height: 26mm

Please note: This visual is a guide do not attempt to copy. Please use the sign templates to achieve the specific sign dimensions and spacing.
See P11 for more on typeface weight usage.

5.0 Sign Templates

5.3 External Sign Family

Sign Type 4b

Artwork Dimensions:
260mm (h) x 650mm (w)

Fonts to be used:

Arial MT Medium
Arial MT Light

Street Name
Typeface: Arial MT Light
Size: 60pt / Cap Height: 15mm

Building Name
Typeface: Arial MT Medium
Size: 90pt / Cap Height: 23mm

Please note: This visual is a guide do not attempt to copy. Please use the sign templates to achieve the specific sign dimensions and spacing.
See P11 for more on typeface weight usage.

5.0 Sign Templates

5.3 External Sign Family

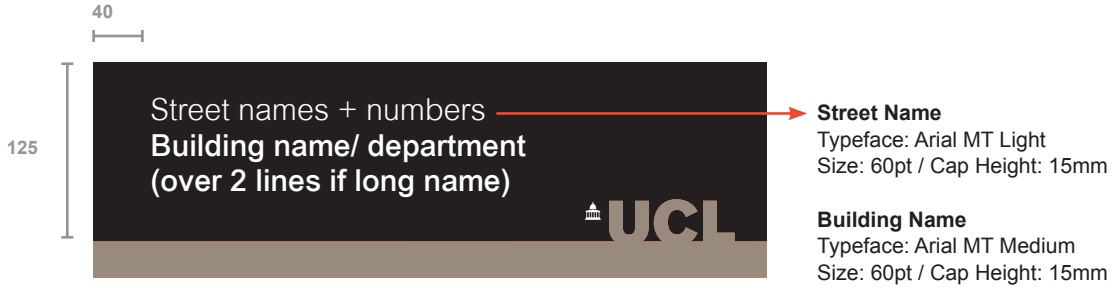
Sign Type 4c

Artwork Dimensions:
150mm (h) x 470mm (w)

Fonts to be used:

Arial MT Medium
Arial MT Light

Please note: This visual is a guide do not attempt to copy. Please use the sign templates to achieve the specific sign dimensions and spacing.
See P11 for more on typeface weight usage.



Street Name
Typeface: Arial MT Light
Size: 60pt / Cap Height: 15mm

Building Name
Typeface: Arial MT Medium
Size: 60pt / Cap Height: 15mm

5.0 Sign Templates

5.3 External Sign Family

Sign Type 4d

Artwork Dimensions: Scalable

Fonts to be used:

Arial MT Medium
Arial MT Light

Street Name
Typeface: Arial MT Light
Cap Height: 100mm

Building Name
Typeface: Arial MT Medium
Cap Height: 150mm

For locations where a building sign can't be located on a flat surface. A sign placed on the door canopy face, may suit the location better.

This sign is generally read at longer distance so the type size needs to be a minimum of 150mm.

Please note: sign dimensions can be adjusted to suit location

Please note: This visual is a guide do not attempt to copy. Please use the sign templates to achieve the specific sign dimensions and spacing.
See P11 for more on typeface weight usage.

5.0 Sign Templates

5.3 External Sign Family

Sign Type 5a

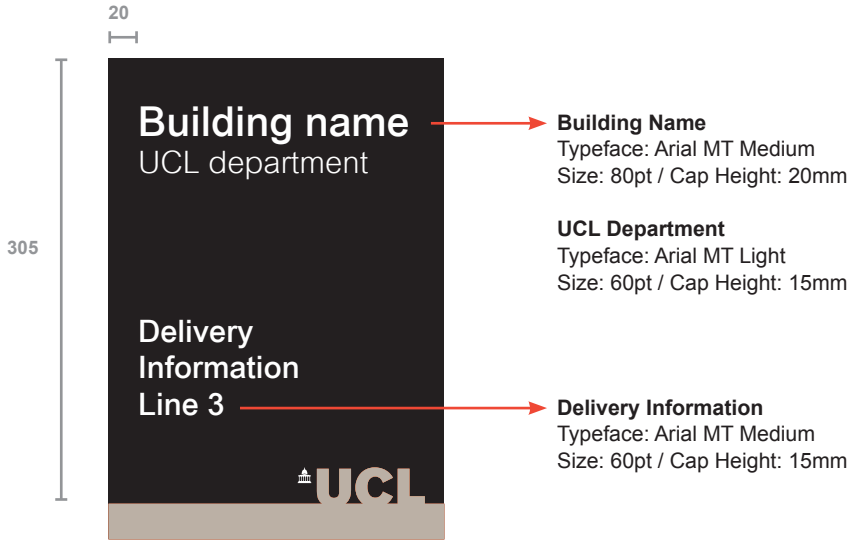
Artwork Dimensions:
230mm (w) x 330mm (h)

Fonts to be used:

Arial MT Medium
Arial MT Light

This sign is to be used for locations where there is a secondary entrance to the building for other users such as cyclists, deliveries etc.

Please note: This visual is a guide do not attempt to copy. Please use the sign templates to achieve the specific sign dimensions and spacing.
See P11 for more on typeface weight usage.



5.0 Sign Templates

5.3 External Sign Family

Sign Type 5b

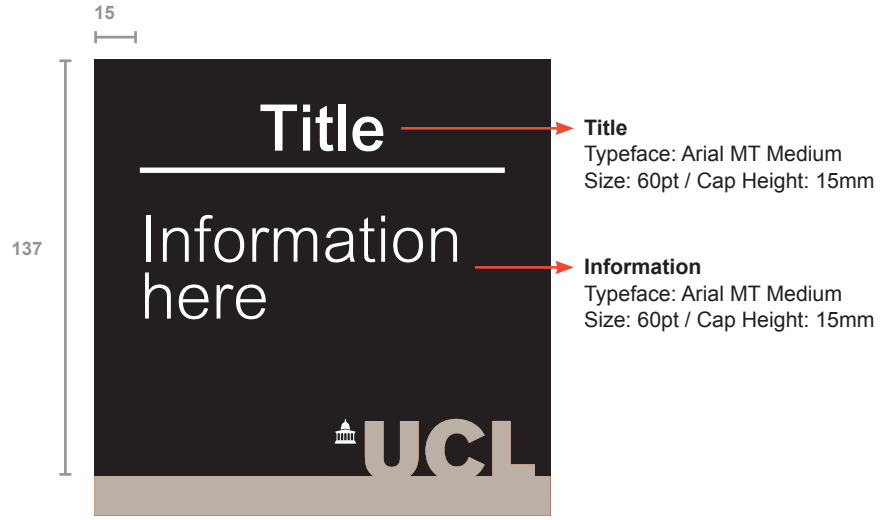
Artwork Dimensions:
150mm (w) x 150mm (h)

Fonts to be used:

Arial MT Medium

This sign is to be used at locations where a external notice needs to be displayed, such as the highways act.

Please note: This visual is a guide do not attempt to copy. Please use the sign templates to achieve the specific sign dimensions and spacing.
See P11 for more on typeface weight usage.



5.0 Sign Templates

5.3 External Sign Family

Sign Type 6a

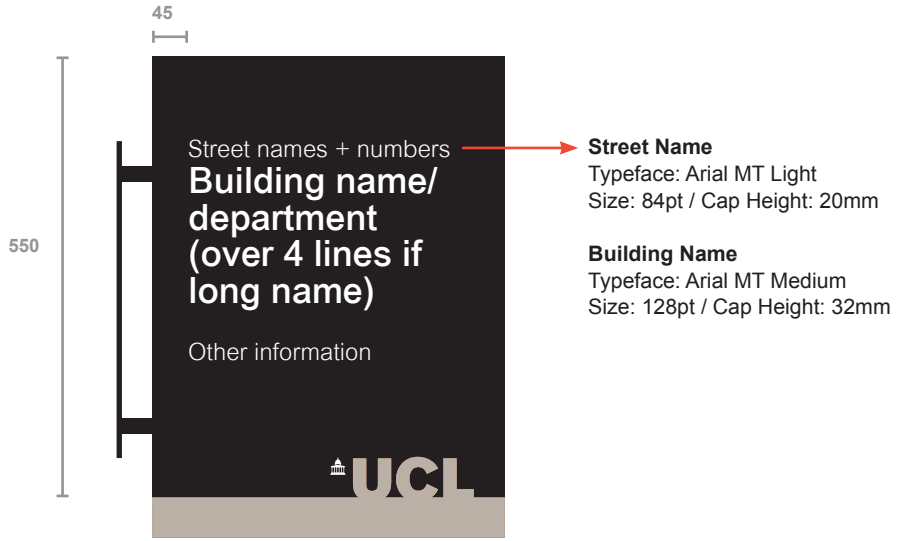
Artwork Dimensions:
440mm (w) x 600mm (h)

Fonts to be used:

Arial MT Medium
Arial MT Light

This external building sign is located at the main entrance.
If there is limited space or the approach is from the side this sign is projected and should be used.

Please note: This visual is a guide do not attempt to copy. Please use the sign templates to achieve the specific sign dimensions and spacing.
See P11 for more on typeface weight usage.



5.0 Sign Templates

5.3 External Sign Family

Sign Type 6b

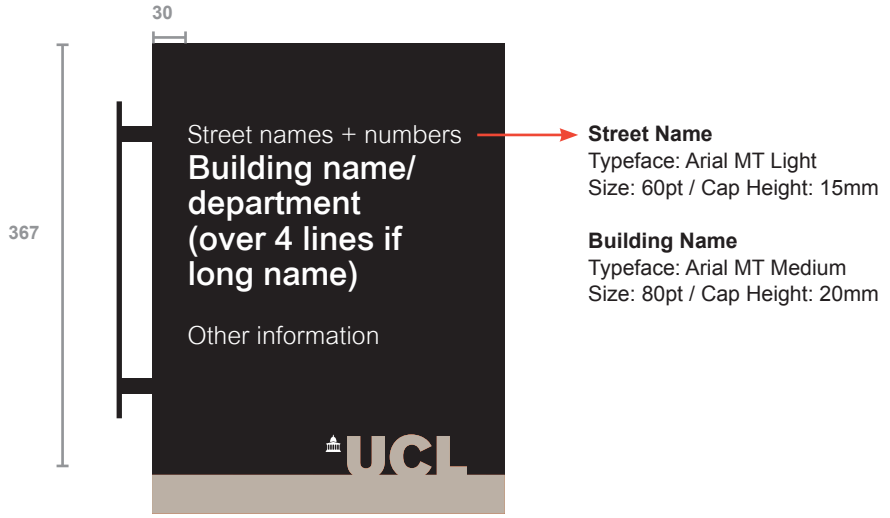
Artwork Dimensions:
300mm (w) x 400mm (h)

Fonts to be used:

Arial MT Medium
Arial MT Light

This external building sign is located at the main entrance.
If there is limited space or the approach is from the side this sign is projected and should be used.

Please note: This visual is a guide do not attempt to copy. Please use the sign templates to achieve the specific sign dimensions and spacing.
See P11 for more on typeface weight usage.



Accessibility

6.0

6.0 Accessibility

Types of Disability

Making signage inclusive needs to consider a wide range of disabilities, from mobility issues, which requires that accessible routes are clearly shown, literacy issues such as non-English speaking and people with learning difficulties where clear use of internationally recognised pictograms aids understanding, and more specifically people with a visual impairment, where many issues such as sign size, location and contrast are key factors. However like other disabilities visual impairment covers a wide range of sight loss conditions.

The Sign Design Guide gives a good summary of the varieties of sight loss, and extracts are quoted here: “Different eye conditions create different problems. Very few blind people see nothing at all. A minority can distinguish light but nothing else, some have no central vision; others have no side vision. Some see everything as a vague blur; others see a patchwork of blanks and defined areas.”

There are four main categories of visual impairment:

- Central field loss where the sight loss affects the area of vision straight in front of them.
- Peripheral field loss where people can see the central area but lose the vision around the periphery.
- Combined central and peripheral field loss, where a portion of both these conditions may be experienced, and finally.
- Reduced contrast where the contrast perception is reduced and the visual scene becomes washed out.

6.0 Accessibility

Types of Disability

Inclusivity by its very nature has to accommodate a wide range of disabilities, and what works for one group will not be so good for others, so the solution will be a best compromise that considers the following range of issues.

- Use of signs
- Sign types
- Sign sizes
- Wayfinding
- Positioning
- Sign content hierarchy
- Punctuation and abbreviation
- Pictograms
- Arrows and rules for their use
- Typeface, size and layout
- Colour and contrast
- Illumination and glare

The full UCL inclusivity policy can be found here online: https://www.ucl.ac.uk/estates/policies/2020/jul/inclusive-design-strategy

6.0 Accessibility

BS8300 Section 12 Extract

Meeting BS8300 is the Mayor's London Plan requirement for all developments. It is also something UCL will be applying to signage going forward.

UCL is committed in ensuring all signage is accessible for everyone. By following the BS8300 guidelines, this is something we can ensure. Please read the next few pages for further information.

12 Signs and information

People need clear information about the purpose and layout of spaces if they are to maintain a clear sense of direction and independent use of a building. Often visual and tactile information is reinforced by audible information. As no single medium can communicate information to all those who need to receive it, some duplication is essential.

Information may take the form of visual information (e.g. signs, notice boards), audible information (e.g. public address and security systems, induction loops, telephones and infrared devices), or tactile information (e.g. signs with embossed lettering or Braille). Visual and tactile forms of information are often used in combination, complemented by audible information.

Clear signs and information are essential for people who are deaf and hard of hearing who might be unable to ask, or feel uncomfortable about asking, for directions.

The effectiveness of information on the use of a building is determined by:

a) the location, accessibility, layout and height of signs;
b) the size and case of lettering, the size of symbols and reading distances;
c) the use of tactile letters and symbols;
d) visual contrast and lighting;
e) the finished surfaces of materials used for signs and symbols;
f) the simultaneous use of audible and visible cues;
g) integration with any other communication systems.

6.0 Accessibility

BS8300 Section 12 Extract

12.1 Provision of signs and information

Information to help orientation is most usefully provided at junctions of circulation routes. A plan or model may supplement written or audible instructions or signs in a large, complex building. Taped spoken messages can also help people who are blind or partially sighted comprehend a complex building.

For some people who are blind or partially sighted, tactile plans and models can also be helpful in understanding the interior layout of a public building.

Clear directions indicating the facilities on each floor of a building are essential on lift and stair landings to help ensure that people do not visit the wrong floor.

12.1.1 General

Signs should form part of an integrated communication scheme that gives clear directions, information and instructions for the use of a building. They should support a way-finding strategy that takes into account the requirements of different types of building users as well as the complexity of the building layout.

NOTE Detailed design guidance on the provision and design of signs is available in the Sign design guide and the NHS Wayfinding Guide [35]. Guidance on signage and way-finding for people who have sensory / neurological processing difficulties is given in Building Research Technical Report 6 / 2005.

Information and direction signs should be provided at each point where they are required, e.g. at junctions of circulation routes, at key locations such as doorways and reception points, at facilities such as telephones and toilets, lift lobbies, and in rooms, spaces and counters where induction loop systems are fitted.

The colour, design and typeface of signs should be consistent throughout a building.

12.1.2 Location information

All key location information, such as sign directories, orientation signs, maps and plans, should be both visual and in tactile form where low enough to be touched. Where practicable, audible information should also be provided.

6.0 Accessibility

BS8300 Section 12 Extract

Orientation ("you are here") information should be provided in accessible places. It should be clearly signposted and located alongside the main accessible route within a building, or clearly visible from the entrance to a building, so that it can be examined without restricting the access route. The orientation of maps and plans should match that of the building.

NOTE As there is no standardized way of presenting plans and maps in tactile form, people who regularly use a building might obtain more benefit than occasional visitors as they will become familiar with the tactile techniques used.

12.1.3 Directional signs

Directional signs should readily identify and easily distinguish accessible routes, including escape routes, from each other, providing a logical sequence from a starting point to a point of destination and providing a clear indication of return routes to named exits. The names of destinations should be consistent throughout the signing system.

A clear indication of the existence of steps or ramps on a route should be provided at both ends of the route.

12.1.4 Universally recognized signs and symbols

Signs to facilities specifically for disabled people should incorporate the International Symbol for Access.

Examples of such facilities include accessible entrances and accessible toilets. Universally-recognized public information symbols (see Note 2) should be used to replace text, wherever possible. Any other symbols should be used in conjunction with text.

NOTE 1 Symbols are an essential aid for people who have sensory / neurological processing difficulties. In appropriate situations, Makaton and supporting graphic symbols may be used as part of a communication strategy. It is advisable to obtain specialist advice.

NOTE 2 Further information on public information symbols can be found in BS 8501 and BS ISO 7010.

Safety signs, including fire safety and fire escape signs, should be in accordance with BS 5499-4 and BS EN ISO 7010.

6.0 Accessibility

BS8300 Section 12 Extract

A building should include spaces where announcements can be transmitted through an assistive listening system. Signs should be provided to inform people who are Deaf and hard of hearing of locations in the building where these systems are fitted, and where they can obtain the necessary equipment for assistive listening systems.

Universally-accepted colour coding should be used for the background or text of warning signs, as appropriate, i.e. blue for mandatory instructions, green for safety, yellow for hazard and red for danger/emergency.

12.1.5 Information signs and boards

A wall-mounted information board should be provided at lift landings, at floor level landings of staircases, and at other major decision points in main circulation routes.

NOTE There might be occasions where notices need to be positioned at different heights to enable information to be read by sight or touch (see 12.2).

12.2 Location and design of signs and information

Directional signs should indicate the route to a destination, paying particular attention to potential points of uncertainty.

Directional signs should be placed only on fixed parts of the building such as walls, posts and floors. Where such signs would not be visible in large crowds, they should be suspended from the ceiling. The headroom of directional signs suspended from ceilings or posts, or projected from walls, should where practicable be not less than 2300 mm.

NOTE 1 In exceptional circumstances a lower headroom may be provided subject to a minimum of 2100 mm.

NOTE 2 It can be helpful to duplicate detailed signs or instructions, especially safety notices, at high and low level, so that they can be read equally by a standing person or a wheelchair user. The inclusion of tactile information, where practicable, will assist people who are blind or partially sighted.

Signs to rooms should generally not be placed on doors but on the wall to the leading edge side of the door, as the sign might not be visible when the door is open. However, there are some situations where a sign needs to be placed on a door, e.g. signs to toilets, pull / push signs, and hazard warnings on plant room doors.

6.0 Accessibility

BS8300 Section 12 Extract

Signs should be positioned to avoid reflections from daylight and artificial lighting.

Signs other than universally recognized signs should include Plain English text and pictograms together to assist people who have sensory / neurological processing difficulties.

12.3 Visual signs

12.3.1 Design and size of lettering and symbols

Short sentences are easy to understand and remember. Abbreviations, words placed closely together, and very long words are all hard to read.

Visual signs should comprise simple words, clearly separated from one another, in short sentences. Sentences or single word messages should begin with an upper case letter and continue with lower case letters. Text entirely in upper case type (capitals) should not be used. Any sans serif typeface with a relatively large x-height (lower case letter height) to capital height should be used.

NOTE 1 Typefaces that are commonly used include Helvetica, Arial, Futura and Avant Garde.

NOTE 2 Text in italics can be difficult to read for some people.

The dimensions of safety signs, including fire safety signs, and the size of any associated text, should be in accordance with BS EN ISO 7010.

The text height for non-safety visual signs should be chosen to suit the application in accordance with Table 5.

Table 5 — Text x-heights for different types of sign

Viewing distance	Type of sign	x-height
Long distance	Signs seen when approaching a building	150 mm min.
Medium distance	Directional signs	50 mm to 100 mm
Short distance	Room signs	15 mm to 25 mm

NOTE 1 Directional signs often have arrows to indicate the direction of travel.

NOTE 2 Location and identification signs are positioned at the destination.

NOTE 3 As a rule of thumb, a person who is blind or partially sighted is likely to be able to read text on a signboard when the x-height is approximately 5.7% of the viewing distance.

6.0 Accessibility

BS8300 Section 12 Extract

12.3.2 Visual contrast

For signs other than safety signs (for which there are prescribed colours), letters, symbols and pictograms should contrast visually with the signboard. Signboards should contrast visually with their backgrounds.

NOTE 1 A difference in LRV of 70 points between the letters, symbols or pictograms and the signboard, and between the signboard and the background, ensures good visual contrast.

NOTE 2 Light coloured text and symbols or pictograms on a dark background are preferred.

Where the LRV of a required signboard colour matches that of the background wall colour and neither can be changed, a visually contrasting border should be placed around the sign, equal in width to at least half the x-height of the text.

12.4 Tactile and Braille signs and symbols

The use of well-contrasted tactile text and symbols can cater for both sighted and blind / partially sighted users. People who are blind or partially sighted and who do not read Braille can still identify, or be aided by, tactile information.

Directional signs, and signs identifying functions or activities within a building, should incorporate embossed letters in a sans serif typeface with a depth of 1.25 mm ± 0.25 mm, a stroke of 1.75 mm ± 0.25 mm, and the edges slightly rounded but not half round in section.

NOTE 1 Embossed letters are easier to read than indented or engraved letters, especially if their leading edges (left and upper) are sharp and as well-defined as possible.

Graphical symbols on directional and door signs should have a raised contour of the same depth as tactile lettering. Accessible graphical symbols should be used to denote particular components of a facility, for example, sanitary or Changing Places toilets, provision of an assistive listening system, wheelchair viewing spaces and accessible seating.

NOTE 2 Further information on graphical symbols can be found in BS 8501.

6.0 Accessibility

BS8300 Section 12 Extract

Where Braille is to be provided the following recommendations apply.

- *Grade 1 Braille should be used for single word or short multiple word signs (e.g. “Special Baby Care Unit”).*

- *Grade 2 contracted Braille should be used to reduce the length of signs incorporating a paragraph of text (e.g. an interpretation sign in a museum).*

Where Braille forms part of a sign, a marker (e.g. a notch or tactile shape) should be located at the left-hand edge of the sign to help locate the Braille message (see Figure 10).

NOTE 3 Further information on tactile and Braille signs, including their size and location, can be found in the Sign design guide.

BRITISH STANDARD BS 8300-2:2018

NOTE:

- *All new signs should have raised lettering on a capital project.*
- *On a partial project if 50% of the signage requires changing then new style raised lettering is required throughout.*
- *No directory shall have mixed raised and flat lettering.*

6.0 Accessibility

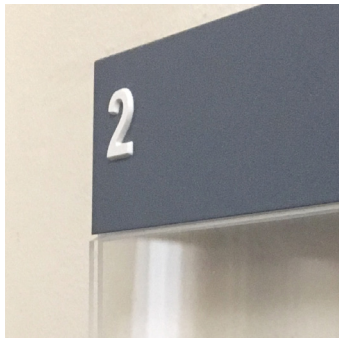
BS8300 Section 12 Extract

In order to comply with BS8300, the following signs will require raised lettering:

- Sign Type J [1]
- Sign Type K1 A3 [2]
- Sign Type K1 A4 [3]
- Sign Type K1 A5 [4]
- Sign Type P2 [5]
- Directories A1 [6]
- Directories A3 [7]
- Directories C [8]

The raised lettering should be at a depth of 1.25 mm ± 0.25 mm, a stroke of 1.75 mm ± 0.25 mm, and the edges slightly rounded but not half round in section. Raised lettering should be finished to ensure neat colour separation between lettering and background.

All directory signage to be raised lettering if more than 50% of an existing sign requires changing.



6.0 Accessibility

BS8300 Section 12 Extract

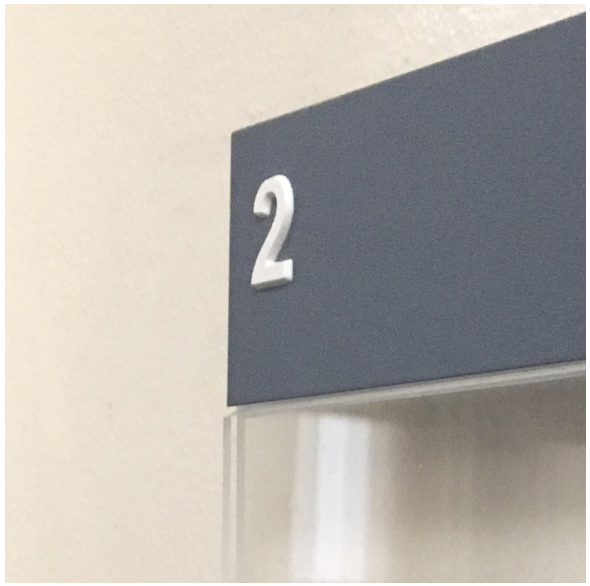
UCL has carried out pilot sample signs and has agreed tactile lettering can be applied in either of the following methods:

Method 1

1.1mm thick acrylic tactile lettering, straight cut with a 6% tapered edge. Bonded to painted panel with 447 transfer adhesive.

Method 2

Photopolymer plate that has been exposed with a UV light using a negative film. Plate is then screenprinted with branding colours and bonded to a MSS slat.



Example of Method 1

Example of Method 2

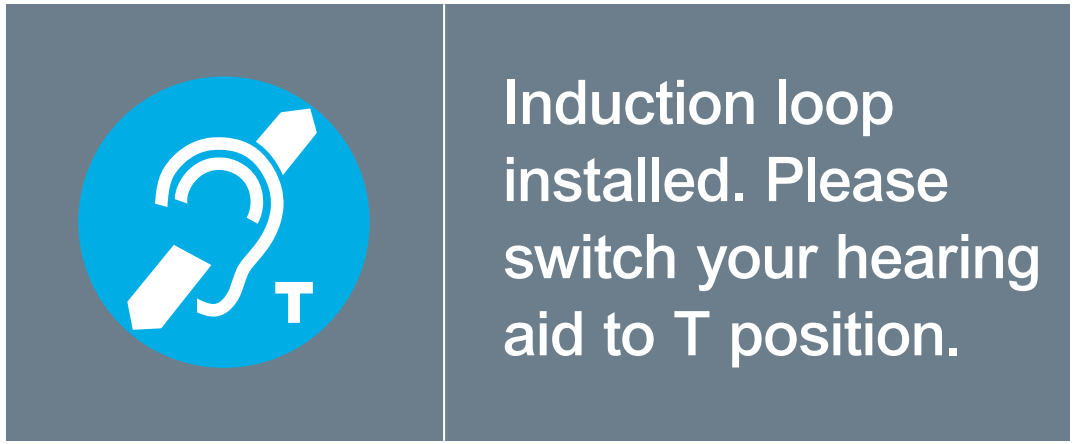
6.0 Accessibility

Induction Loops

Induction loops (sometimes referred to a hearing loop systems) should be installed in meeting rooms, lecture theatres, classrooms, seminar rooms as well as at reception desks (for a full list of locations where an induction loop should be installed please refer to BS8300).

Induction loops allow those who have a hearing aid or a cochlear implant to hear the audio signal directly into their hearing aid greatly reducing background noise and other sounds that affect acoustic clarity via a magnetic field. The induction loop consists of a continuous loop of wire that produces a magnetic field that allows sound to be heard by the user when they switch to the Tele-coil (T switch) on their hearing aid.

When an induction loop is installed signage must be put up to inform users that there is one present. Please refer to page 78 on how to set up the sign.



Recycling & Sustainability

7.0

7.0 Recycling & Sustainability

For recycling the standard recognised symbols need to be used.

UCL's standard bins, bin signage and symbols must be used for all relevant waste streams, unless otherwise agreed with the UCL Waste Manager (i.e. mixed recycling; non-recyclable waste; food only; plus hazardous / specialist waste streams where relevant)

For more details on the UCL sustainability policies please visit:

https://www.ucl.ac.uk/greenucl/what-we-do/waste-and-recycling

7.0 Recycling & Sustainability

Sustainable Material Specification:

Where available and in appropriate condition, signage should be reused as the preferred option. Any new signage should meet the minimum recycled content requirements set out in the Ska HE assessment tool where available. New timber products should have a chain of custody (CoC) certificate to confirm responsible sourcing (i.e. Forest Stewardship Council (FSC) or Programme for the Endorsement of Forest Certification (PEFC)). Products which are Greenguard Certified or have a Cradle to Cradle Silver or higher certificate will also be deemed compliant.

Products which are modular and can be updated without additional use of recourses or elements sent to landfill may be used for specific / appropriate applications (e.g. where information needs to be regularly changed).
For reference, the minimum RC guidelines are:

- Aluminium extrusion – 44%;
- Aluminium sheet – 73%
- Steel section – 60%
- Steel sheet – 60%
- Stainless steel – 75%
- Copper sheet – 60%
- Glass – 10%
- Recycled composite materials – 80%

Approved Companies & Contacts

8.0

8.0 Approved Companies & Contacts

UCL Maintained List of Suppliers

The MSS (Modular Sign System) is the only system to be used for UCL internal signage. The system can be made by a number of licensed companies, however only UCL approved suppliers should be used for the manufacture and installation of UCL internal signs.

The wayfinding design and artworking stages will also require to be carried out by UCL approved wayfinding consultants.

Please see UCL Estates signage and wayfinding page for information and current list of approved suppliers and consultants.

https://www.ucl.ac.uk/estates/estates-services/signage-and-wayfinding

Any changes to signage within a building needs to go through the building manager first.

https://www.ucl.ac.uk/estates/our-services/area-facilities-management

UCL Contacts

Communications

CAM
Communications and Marketing
brand.comms@ucl.ac.uk

Estates

Decant and Moves Manager
estates.moves@ucl.ac.uk

Digital Signage

Estates Communications Team
estates.communications@ucl.ac.uk

Accessibility

Estates Team
estates@ucl.ac.uk

Sign Specification

9.0

9.0 Sign Specification

9.1 Internal Signs

MSS Specification

All new internal wayfinding signage for UCL buildings is now to be in accordance with this specification.

The internal signs are MSS (Modular Sign System) and distributed under licence from a number of suppliers. See section 8.0 for the current list of suppliers. In this way the signs can be procured without UCL being tied in to one manufacturer.

It is a flexible simple system as it has essentially two components; profiles and locking strip. The profiles are manufactured from aluminium extrusions, which have half-dovetails on one side. The extruded profiles slide together to form a sign 6mm thick. The profiles are held in place by a hidden, locking strip. The profiles are offset so that there is always a dovetail showing and additional profiles can be hooked on. The signs are naturally double sided, without any special back plate.

The extrusions come in 3.3m lengths, painted to suit the UCL brand colours Nextel suede dove grey. This has a number of benefits, it allows the extrusions to slide together smoothly, it seals the aluminium and it provides a ‘key’ for paint application.

Each profile is painted to the specified colours and stoved for durability, and text legends are applied by direct to surface printing or applied tactile lettering where required.

9.0 Sign Specification

9.1 Internal Signs

MSS Material & Colour Rules

Colours and finishes have been chosen to create a sophisticated feel, with a good matt finish to avoid finger marks and to give a good contrast to meet accessibility requirements.

Sign Background
Nextel Suede Dove Blue S2

Colour specifications are:

Sign Text
White RAL 9003 Signal White

Facility Icons
Pantone Blue 2995

Information Icon
Pantone Red 179

UCL logo strip
Pantone Cool Grey 3

UCL logo strip - Library
Pantone 632 c

Additional Mapping Colours:

Pantone Cool Grey 3

Pantone Orange 716

Pantone Cool Grey 9

Pantone Green 7496

It is necessary for manufacturers to supply samples of Pantone and RAL colours for approval

Colour application to be with high quality printing to ensure full colour match.

Signs to be adaptations / updates of existing new signage to be colour tested on a sample prior to manufacture to ensure exact colour match, and checked for size compatibility.

9.0 Sign Specification

9.1 Internal Signs

Mapping Manufacture

The maps are to be produced as a CMYK print applied to an aluminium backing plate with anti-graffiti coating over. This plate will form one large slat and fit onto the dove tailed grooved assembly. In this way the mapping can be easily changed by peeling off the sheet and replacing with a new printed sheet. The coating will ensure the maps should not be peeled off inadvertently.

Typical Sign Components

The sign family shows the range of signs that make up the family of signs. However there are some typical sets of components for the sign types.

Directories
Top Section: Slat with building name and floor level Middle Section: Slats with legends/map new slats Bottom Section: Logo brand strip

Large Information Signs
Top Section: One slat with legend Bottom Section: Logo brand strip

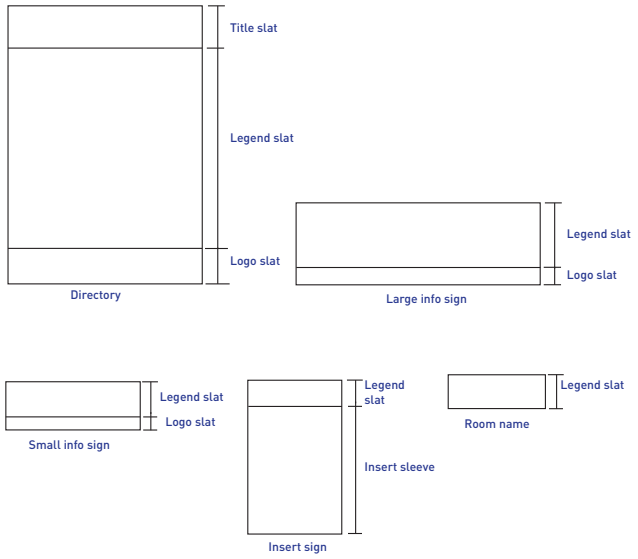
Small Information signs
Top Section: Slats with legend Bottom Section: Logo brand strip

Room Name Insert signs
Top Section: Slats with room number only legend
Bottom Section: Clear sleeve to accept paper inserts to show occupancy

Room name signs
Top Section: Slat with room number and generic legend e.g. meeting room. Not to be used for named occupants.

Where new slats are required to amend an existing sign, a measured survey should be undertaken to confirm existing slat size and type size to ensure the correct size is ordered.

A sample sign showing all colours and finishes will be required for client approval.



9.0 Sign Specification

9.1 Internal Signs

Installation Rules

Mounting
All signs to be wall mounted, except where shown, and head heights to align except where shown. In a few exceptional circumstances signs will be ceiling hung or free standing.

The sign system slats need to be assembled to ensure the logo slat is aligned with the bottom of the sign. Any additional small strips required to stabilise the sign should be located at the top of the sign.

Survey
Each location must be surveyed by the manufacturer to confirm all sign sizes shown in the documents prior to manufacture.

In addition where new slats are being ordered to fit an existing sign, the manufacturer should survey the existing sign slat and type size to ensure consistency.

Spacer
Signs are to be installed with aluminium backing plate on slatted signs and 10mm foamex spacer.

The spacer is to be at least 25mm smaller than the sign edge to ensure the appearance of a floating stand off from the background wall. It is preferred that spacers are painted the nextel dove blue finish, particularly in locations where the sign edge is very visible. However a white colour is significantly more economical and often acceptable, a near RAL colour match to the nextel blue is a mid-price option.

Removals and making good
When installing a new signage scheme in an existing building there will be old signs to remove. The contract for the installer should allow for removing all the redundant signs, and to make good the surfaces and decorations, to ensure that there are not holes and patches of unpainted walls etc left after the new scheme is in place.

Changes to signs
When a sign has been installed and changes are required to just a few slats, then blank slats should be inserted temporarily to ensure signs are not left with missing slats and the backing panel visible.

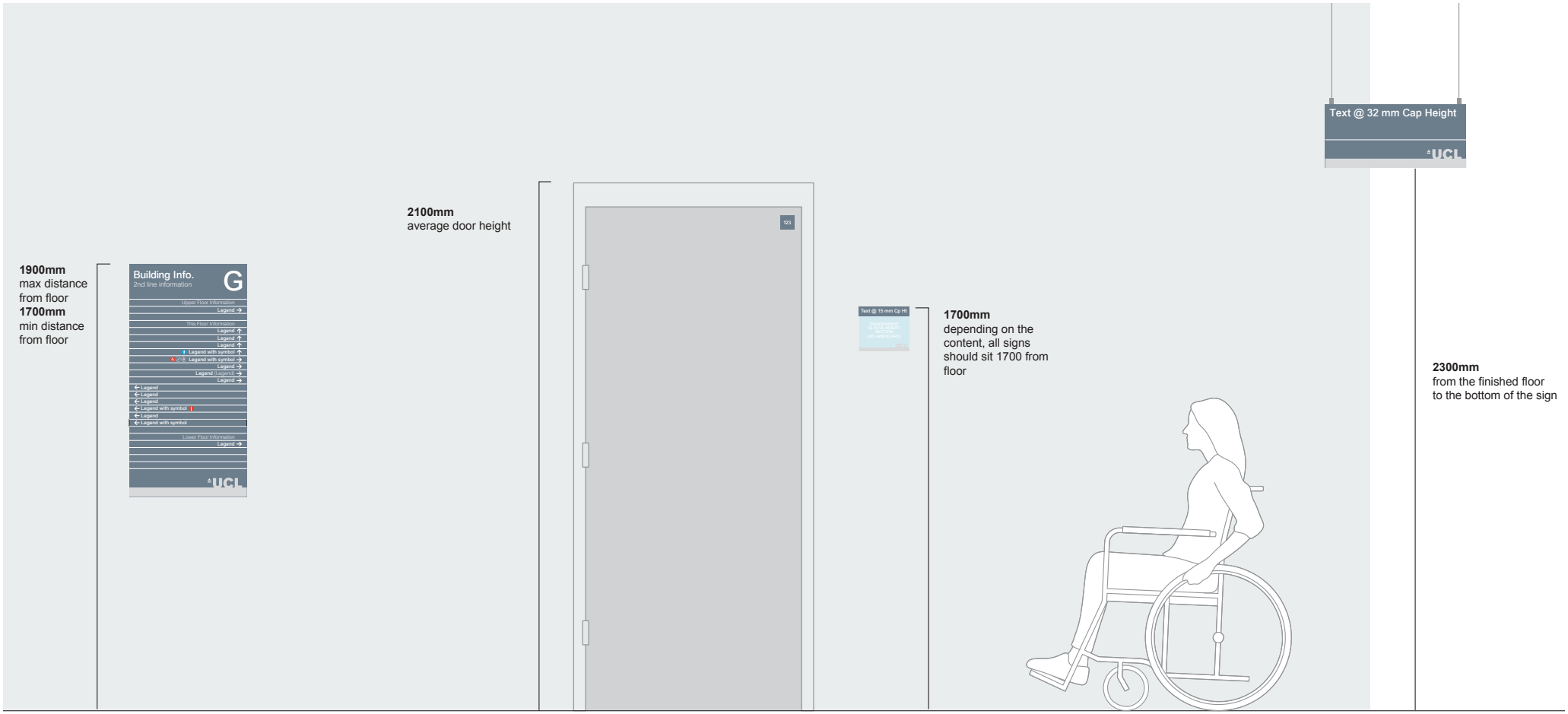
Building managers are advised to order a few blank slats for the various sign types, which can be used for this purpose from time to time in their building to ensure the signs always look good even when undergoing maintenance.

Building managers should check that any sign updates should have the locking key reinserted by the manufacturer when complete so that the sign slats are held firmly in place.

9.0 Sign Specification

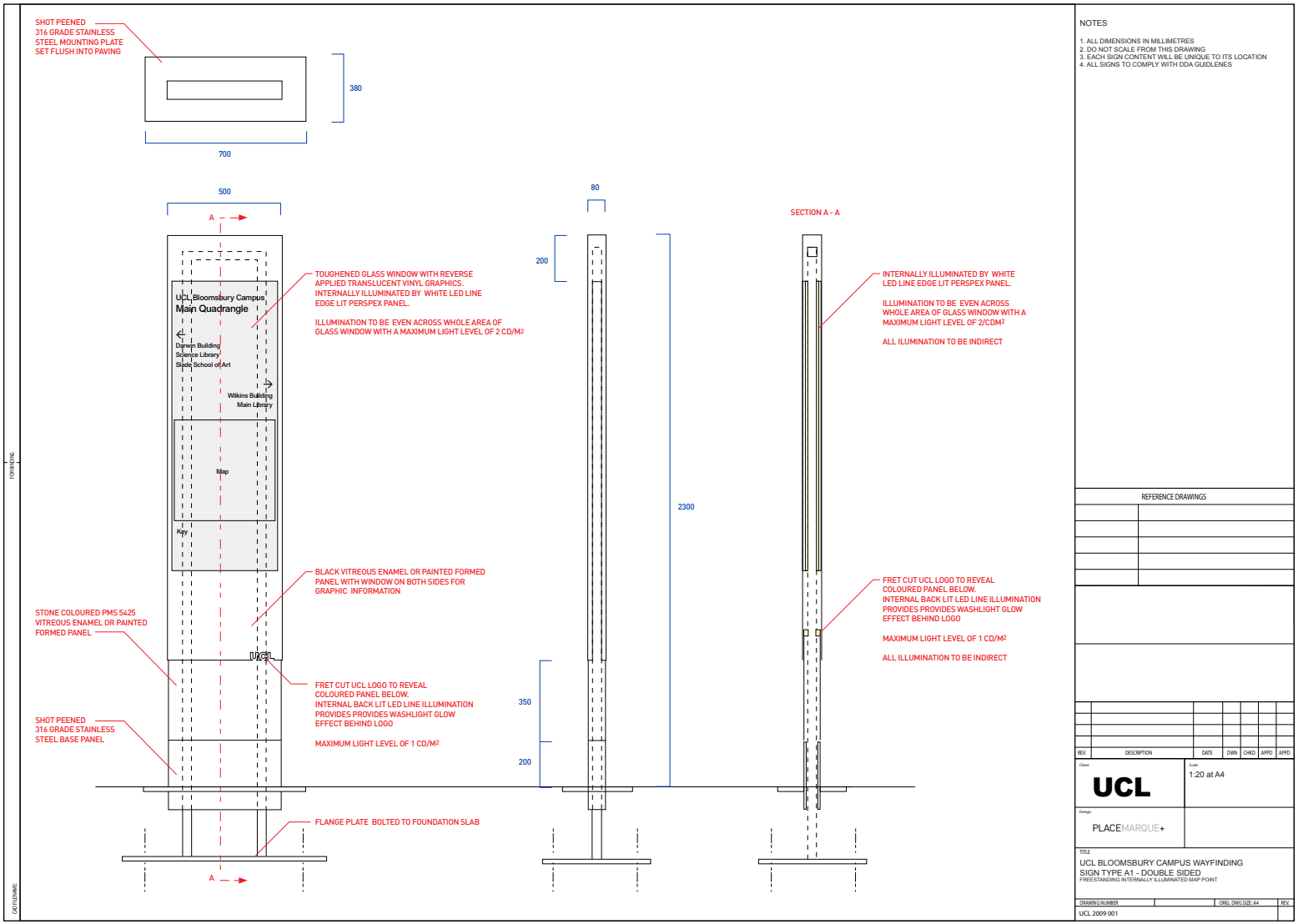
9.1 Internal Signs

Sign Placement Heights



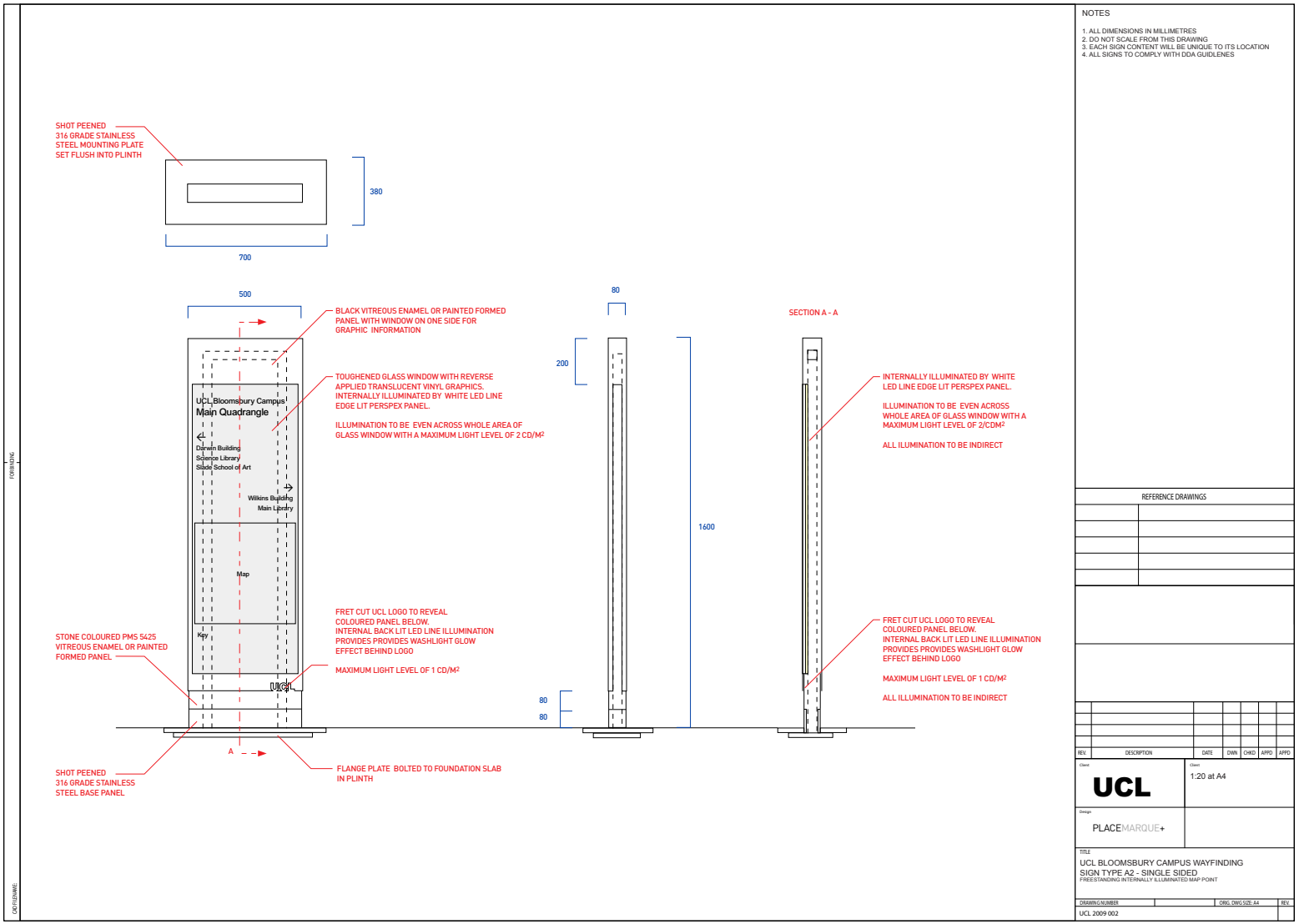
9.0 Sign Specification

9.2 External Signs



9.0 Sign Specification

9.2 External Signs



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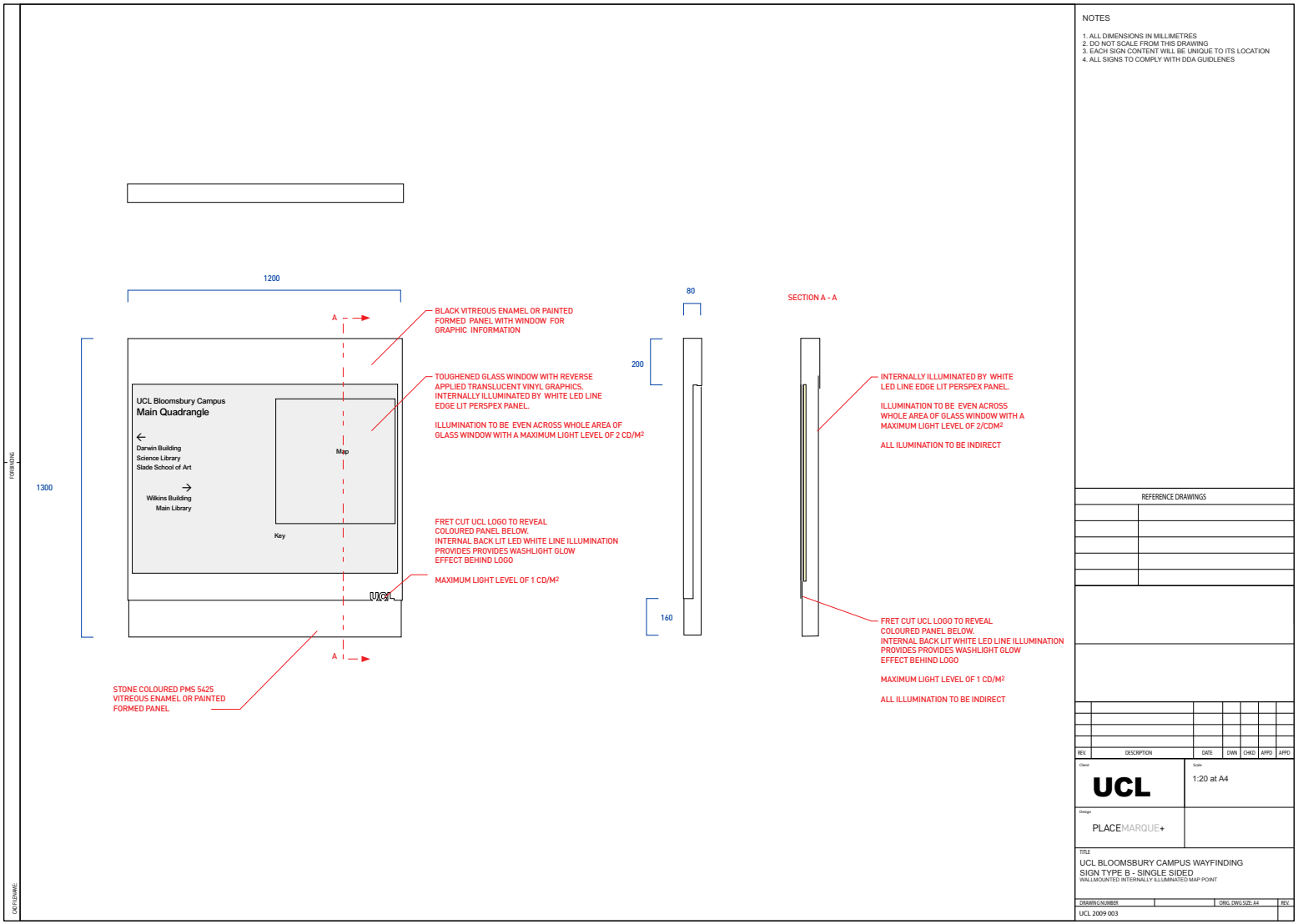

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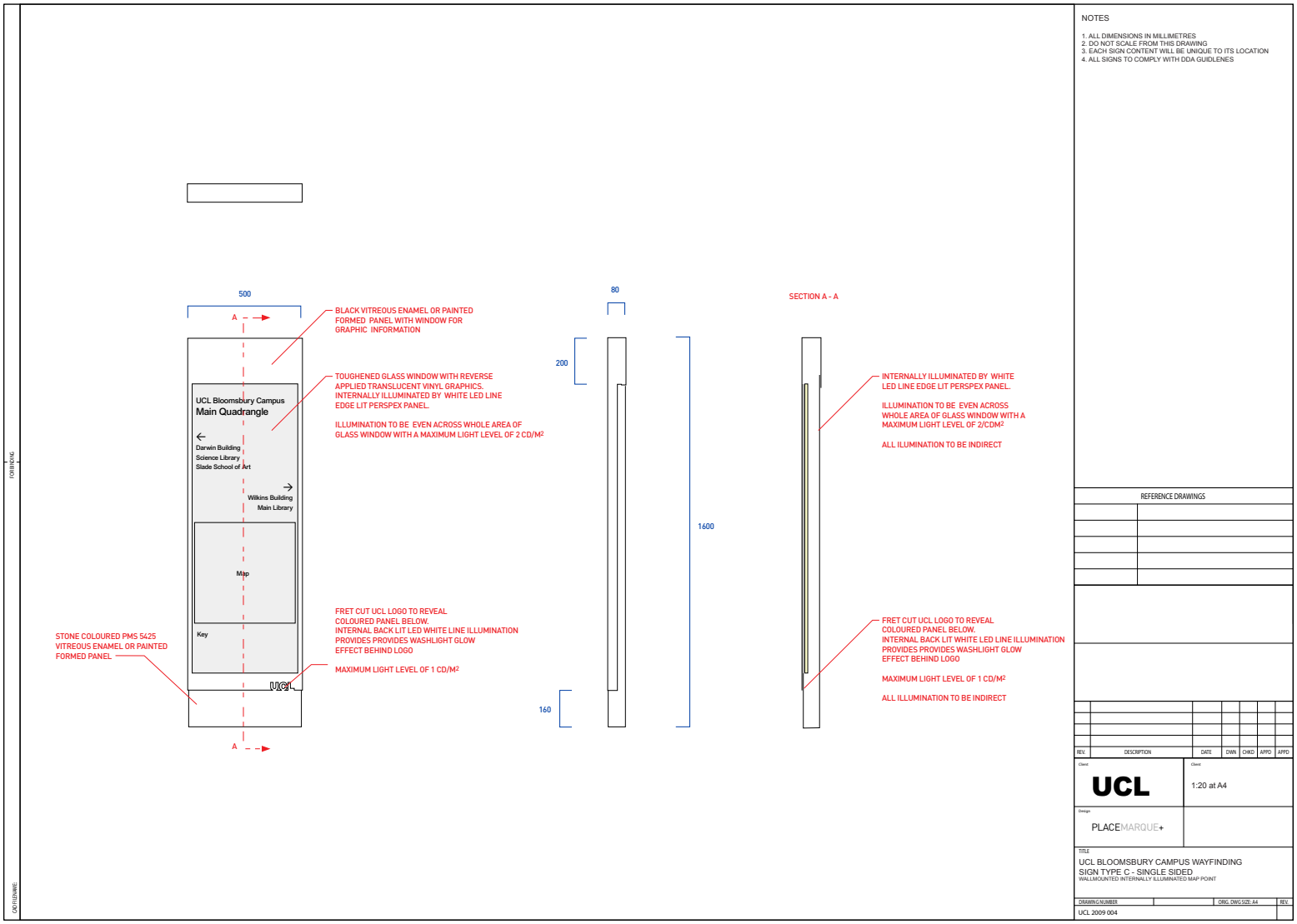
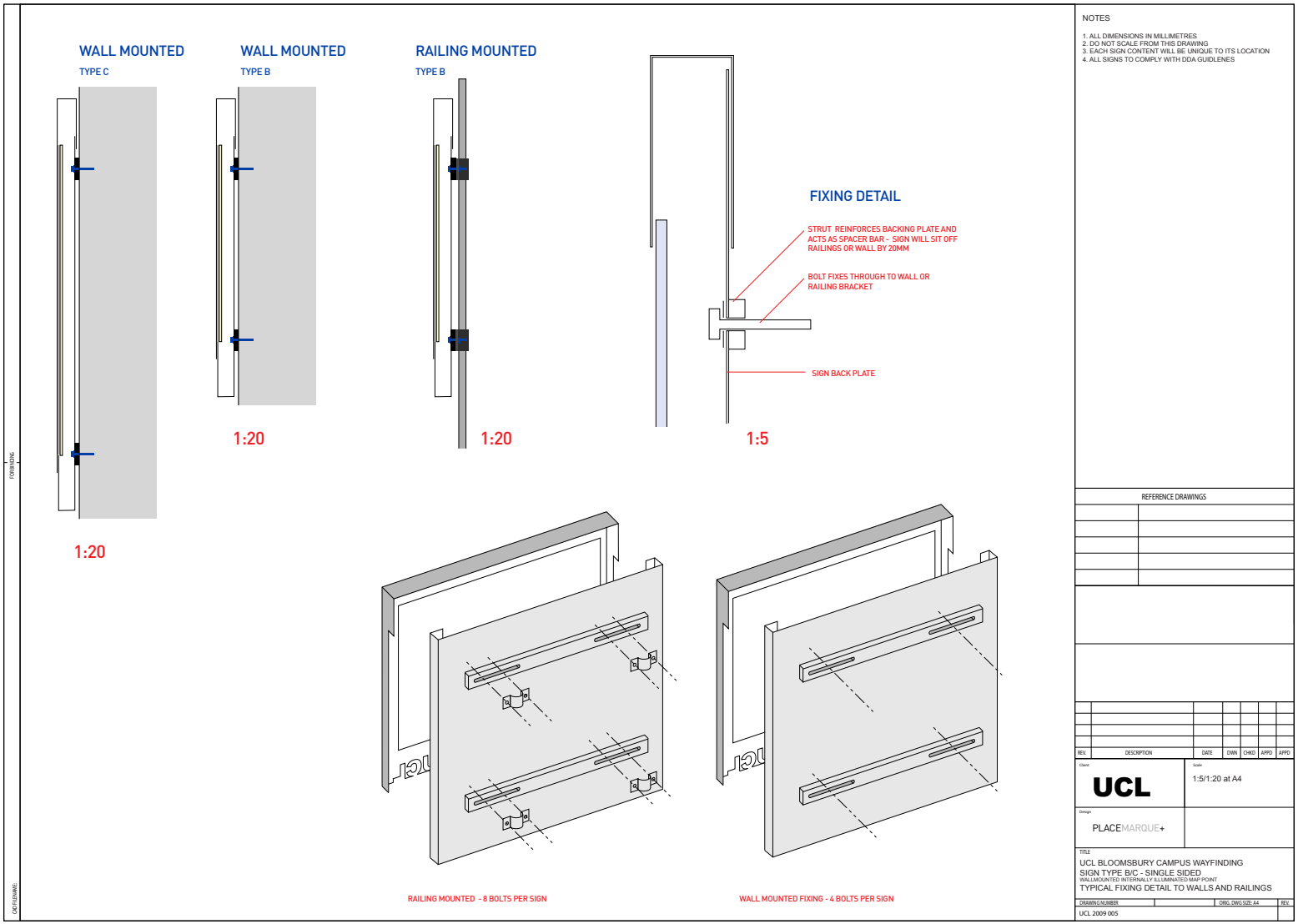
9.2 External Signs



9.0 Sign Specification

9.2 External Signs



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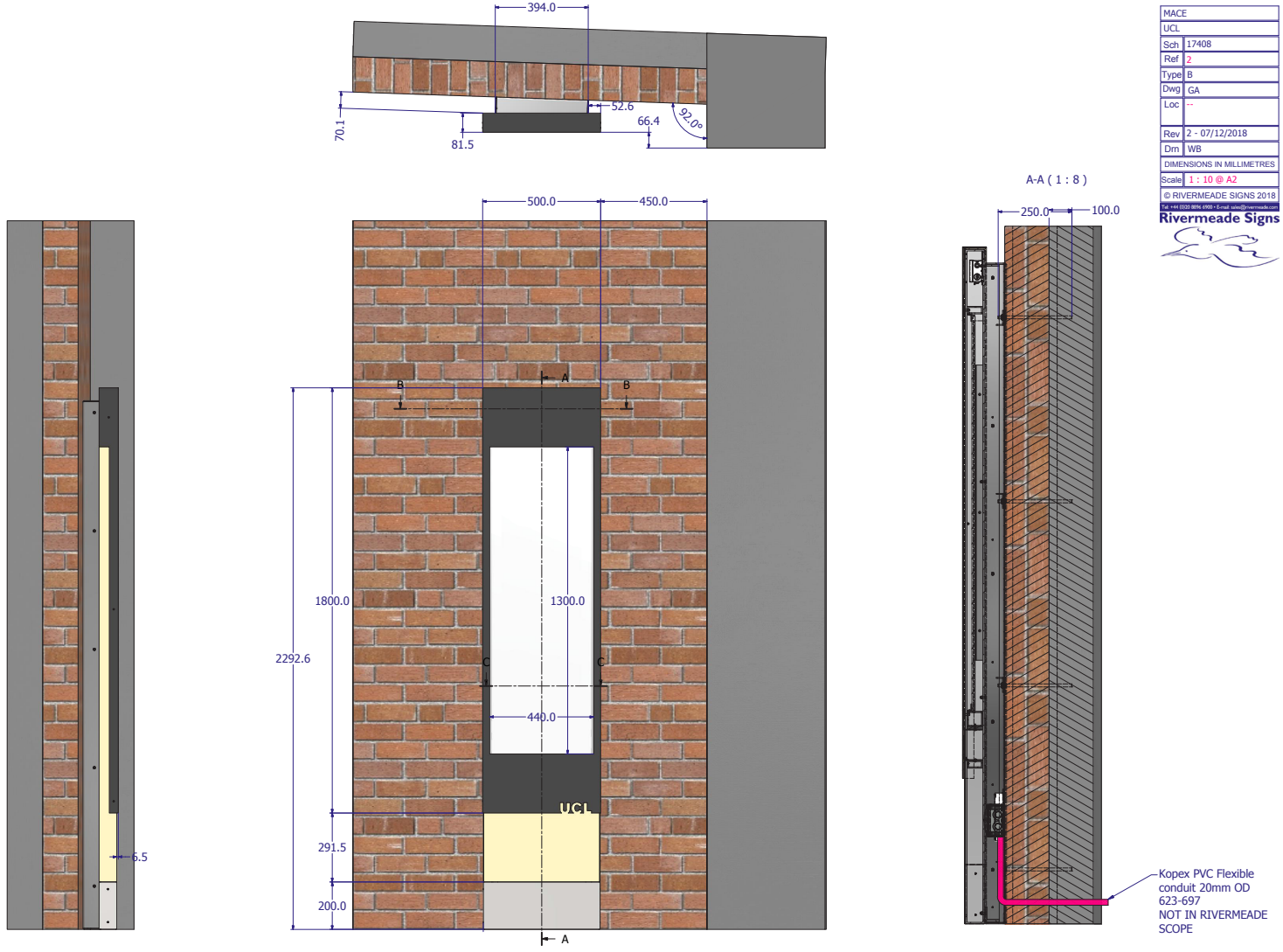

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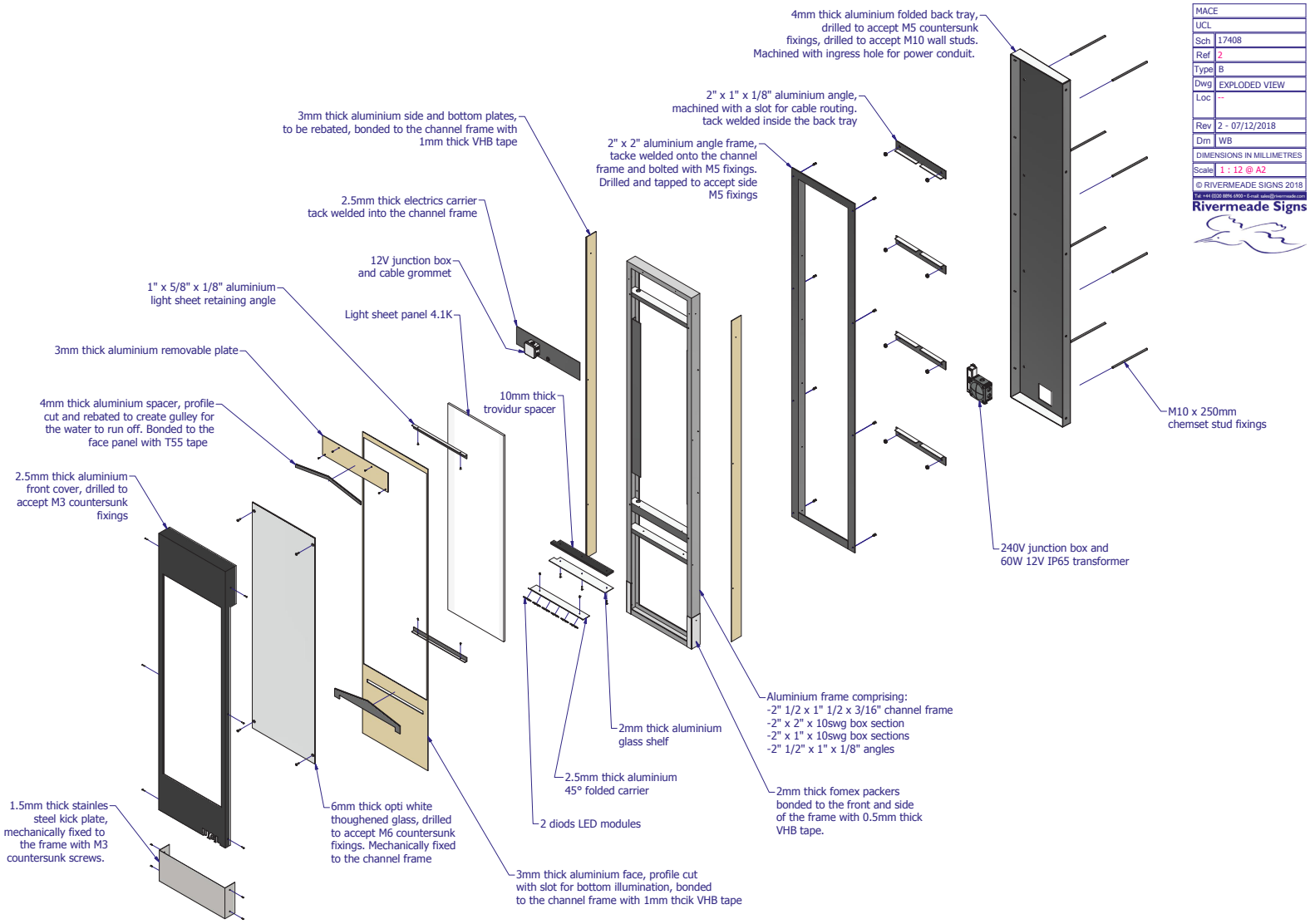
9.2 External Signs



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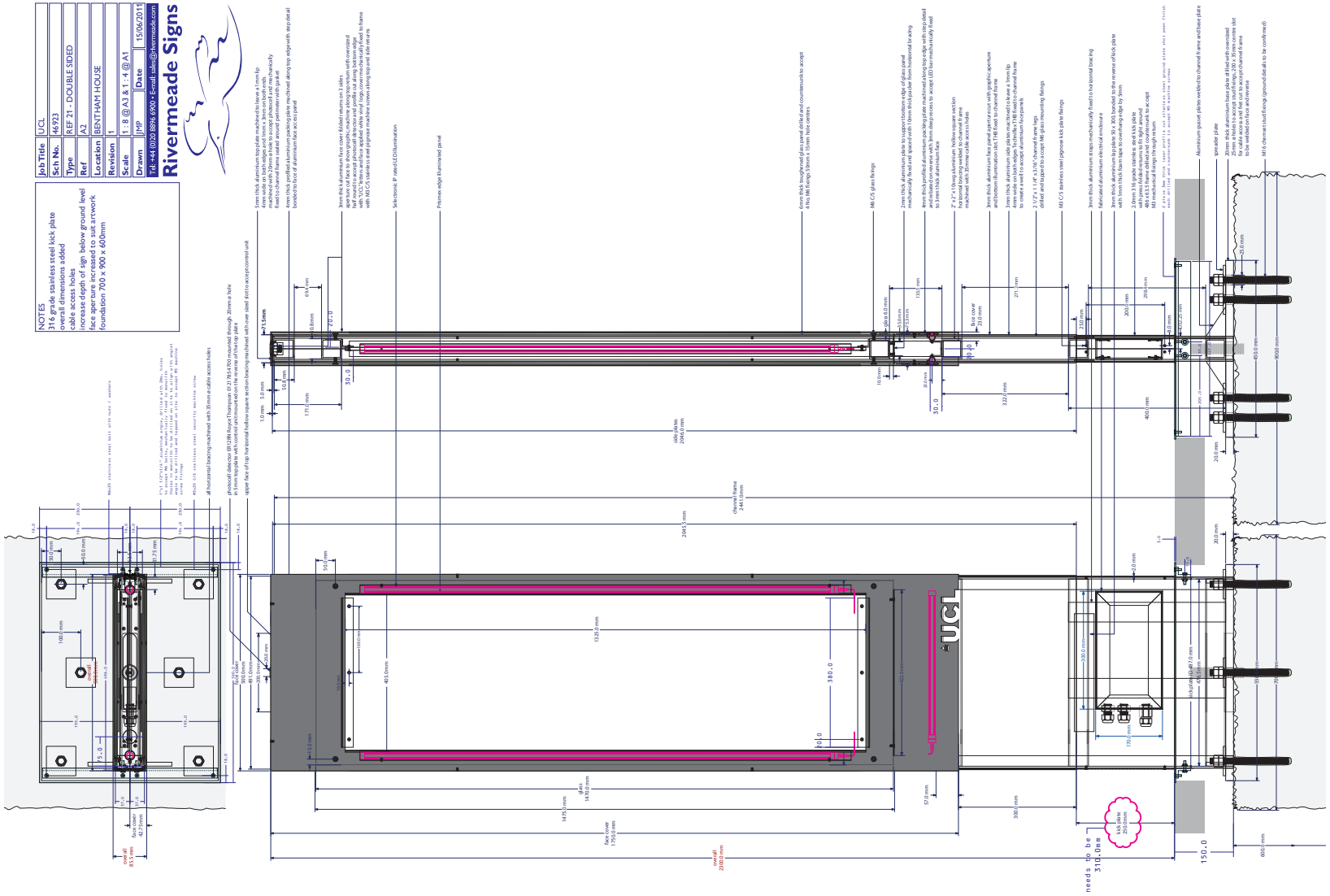

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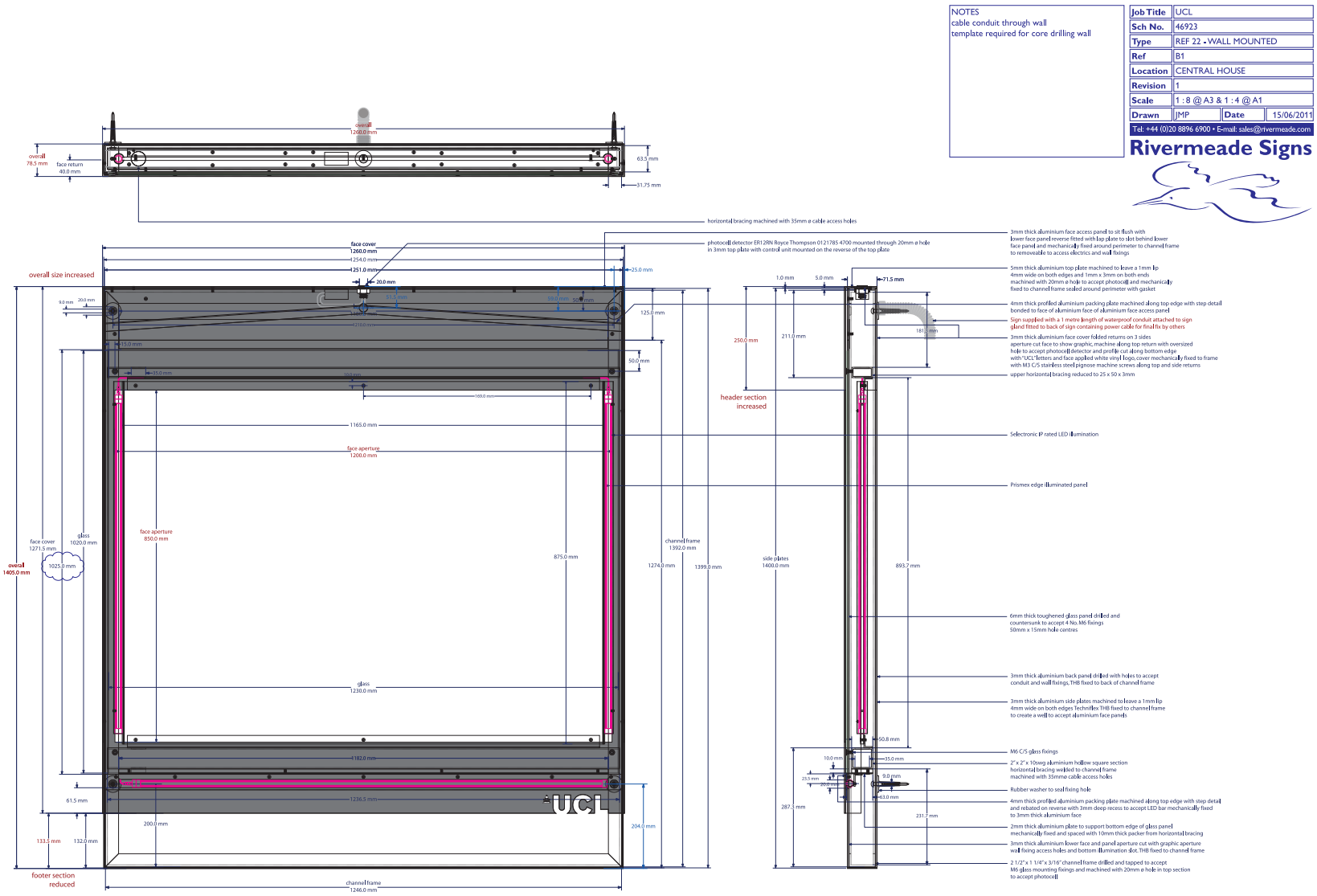

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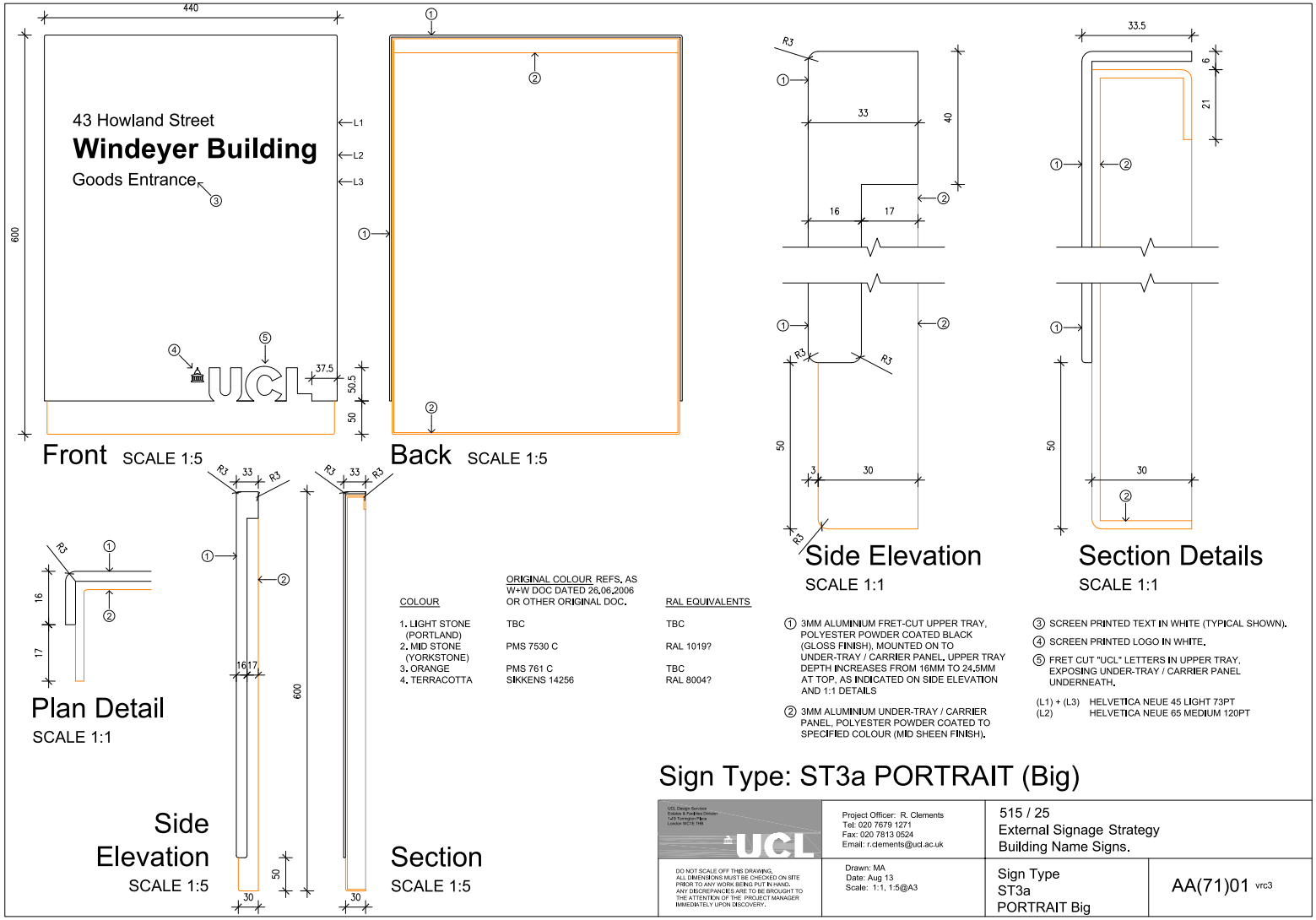

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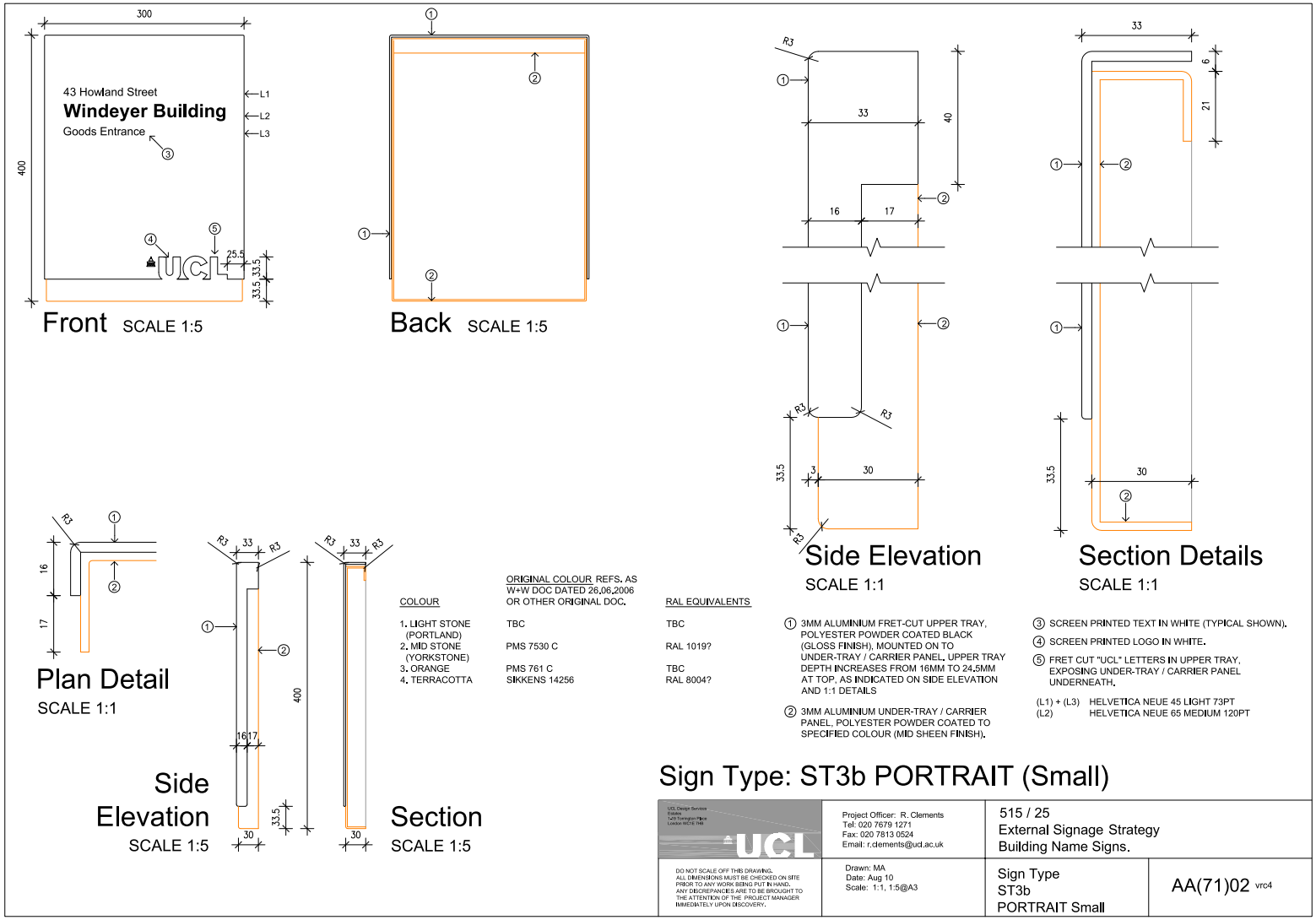

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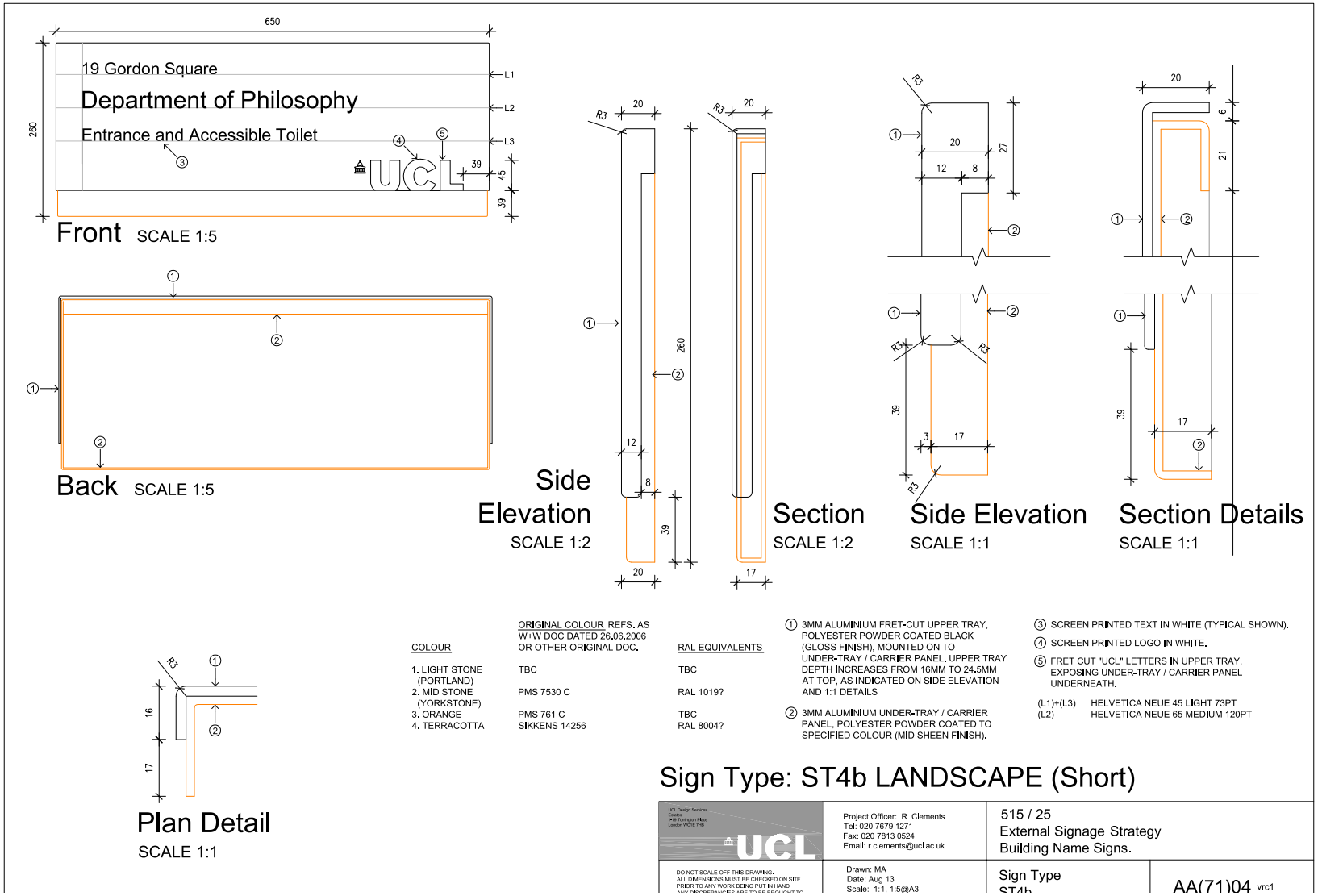

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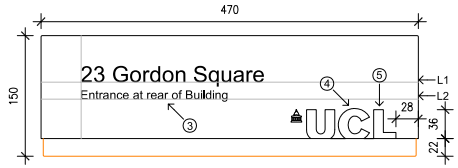
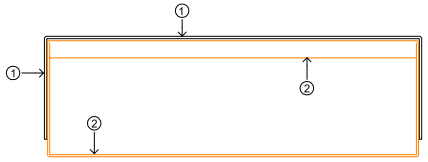
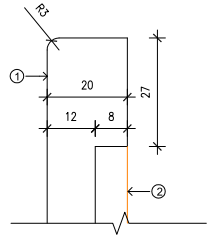
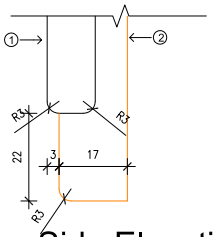


Front SCALE 1:5

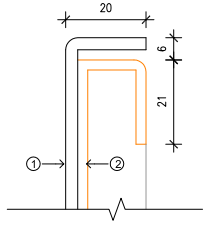


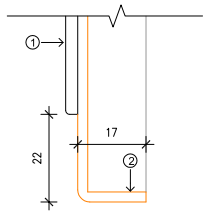
Back SCALE 1:5



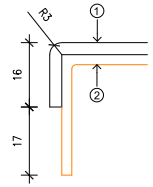


Side Elevation
SCALE 1:1

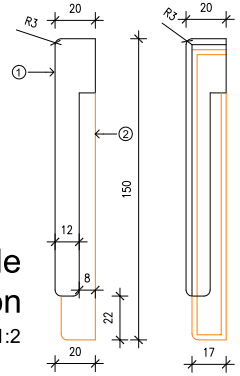




Section Details
SCALE 1:1



Plan Detail
SCALE 1:1



Side Elevation
SCALE 1:2

Section
SCALE 1:2

COLOUR	ORIGINAL COLOUR REFS. AS W+W DOC DATED 26.06.2006 OR OTHER ORIGINAL DOC.	RAL EQUIVALENTS
1. LIGHT STONE (PORTLAND)	TBC	TBC
2. MID STONE (YORKSTONE)	PMS 7530 C	RAL 1019?
3. ORANGE	PMS 761 C	TBC
4. TERRACOTTA	SIKKENS 14256	RAL 8004?

① 3MM ALUMINIUM FRET-CUT UPPER TRAY, POLYESTER POWDER COATED BLACK (GLOSS FINISH), MOUNTED ON TO UNDER-TRAY / CARRIER PANEL. UPPER TRAY DEPTH INCREASES FROM 16MM TO 24.5MM AT TOP, AS INDICATED ON SIDE ELEVATION AND 1:1 DETAILS

② 3MM ALUMINIUM UNDER-TRAY / CARRIER PANEL, POLYESTER POWDER COATED TO SPECIFIED COLOUR (MID SHEEN FINISH).

③ SCREEN PRINTED TEXT IN WHITE (TYPICAL SHOWN).

④ SCREEN PRINTED LOGO IN WHITE.

⑤ FRET CUT "UCL" LETTERS IN UPPER TRAY, EXPOSING UNDER-TRAY / CARRIER PANEL UNDERNEATH.

(L1) HELVETICA NEUE 45 LIGHT 73PT
(L2) HELVETICA NEUE 65 MEDIUM 120PT

Sign Type: ST4c LANDSCAPE (Small)

UCL Design Services
Estates
1-19 Torrington Place
London WC1E 7HB

UCL

DO NOT SCALE OFF THIS DRAWING.
ALL DIMENSIONS MUST BE CHECKED ON SITE PRIOR TO ANY WORK BEING PUT IN HAND.
ANY DISCREPANCIES ARE TO BE BROUGHT TO THE ATTENTION OF THE PROJECT MANAGER IMMEDIATELY UPON DISCOVERY.

Project Officer: R. Clements
Tel: 020 7679 1271
Fax: 020 7813 0524
Email: r.clements@ucl.ac.uk

Drawn: MA
Date: Aug 13
Scale: 1:1, 1:5@A3

515 / 25
External Signage Strategy
Building Name Signs.

Sign Type
ST4c
LANDSCAPE Small

AA(71)05 vrc2